

## **Work From Home Standards** (9/22/2025 version)

Progressive people who work remotely all or part of their schedule adhere to these Work from Home Standards, which help us optimize performance while enjoying the work-life balance virtual work affords.

### **Expectations**

- Your work location must be within the United States. Progressive does not permit remote work arrangements outside of the United States.
- If you want to change your work location at any time, including making a permanent or temporary change to your home-office address, you'll need approval from your supervisor or manager before making the change.
- You'll need to be able to work reliably in a workspace that's ergonomically sound, free from distractions, and that has high-speed internet. If you experience a pattern of work disruptions, technical difficulties, and/or equipment failures that result in you not reliably and consistently performing your role, your employment may be impacted.
- We'll provide the necessary computer and work equipment (such as a mouse or headset), but you're responsible for maintaining a functional home workspace. You'll also need a phone (preferably a cell phone) to authenticate to Progressive's virtual private network (VPN), and we recommend a surge protector to protect your equipment against power surges.
- At Progressive, we value high levels of employee engagement and use virtual meeting tools as one way to do so. For that reason, employees are expected to be on camera during virtual meetings.
- Certain remote work expenses are eligible for reimbursement. Check with your supervisor or manager before incurring expenses. In some states and/or for some roles, certain recurring expenses may be eligible reimbursement. You'll receive more information on this once you start work.
- If you believe you will be unable to comply with any of these requirements, please contact your Recruiter as soon as possible to discuss.