

# Frequently Asked Questions

## Remote Working

**1. Should all employees who are able to work remotely begin doing so immediately?**

No. If you are currently healthy and have no known exposures, you should seek guidance from your line manager before initiating remote work. If you have underlying factors like personal health or community exposure, please ensure your supervisor is aware. (3/14/2020)

**2. Can my supervisor refuse my request to work from home during this time if my work can be done remotely?**

Yes. Working remotely is always a management decision that balances business and personal need. Unless your role was specifically designated as a virtual or remote role, Sonoco sustains business value from having your role performed in the office. Any conversation about remote working should be with your supervisor and aligned with broader regional or business protocols on remote working during the COV-19 outbreak. If you have specific needs that would be supported by remote working, please ensure your supervisor and HR are aware. (3/14/2020)