

# EXHIBIT B

# ZTE

## ZTE (USA) INC.

### Employee Handbook

Revised: September 2015

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**TELECOMMUTING**

Telecommuting schedules are available to employees only with the approval of an employee’s manager and the Human Resources Department. Telecommuting is defined as the fulfillment of job responsibilities at place(s) other than the traditional office (e.g., remote office at home) during scheduled work hours. Any employee who is employed by the Company on a telecommuting basis is subject to the following conditions:

1. Employees remain obligated to follow all Company policies and guidelines.
2. The Company will not provide payments or expense reimbursements for a home office or furniture, with the exception of providing a Company laptop, or work-related Internet and mobile phone costs as may be approved in writing.

