



## Huawei Technologies España S.L

### **Temporary Guidelines about Work from Home during the Covid-19 Outbreak of Spain Rep Office (Provisional)**

Recently, the outbreak of Covid-19 in Spain has increased. The company has been doing a lot of effort that can be done to strengthen the prevention of the new coronavirus to control as much as possible the infection to its employees and families. In order to protect employees' life and health, block the spread of the epidemic, reduce the concentration of people, and minimize the impact of the epidemic on business operations, the Spain Rep. Office allows some staff to do Work from Home. Based on the outbreak situation and the current situation, the company hereby, release these guidelines to standardize the management of Work from Home.

This temporary Guidelines is a provisional version and will be updated according to local laws regulation and the evolution of the epidemic.

## **1. Scope**

These Guidelines applies to all staff directly employed by Huawei and temporary subcontracted staff. The guidelines of situations in which the Work from Home applies,

- a. Huawei business travelers to or from risks areas.
- b. Sensitive cases due to health circumstance (i.e. pregnant)
- c. Person in close contact with COVID 19 confirmed case.
- d. Person in close contact with relatives without symptoms of COVID 19 that has been in contact with confirmed case.
- e. Person under investigation of suspicious case of COVID 19, with the following symptoms respiratory difficulties, fever, cough, shortness of breath and breathing difficulties.
- f. Parent with children in school age.
- g. Person in department BCM Back-up plan

This scope will be updated frequently based on government change of measures.

## **2. Division of responsibilities**

The health supervisor is responsible for daily health check-in of staff, reporting the Covid-19 outbreak of staff in a timely manner, will communicate the requirements and manage the guidelines regarding the control of the epidemic.

The staff in mode Work from Home should take the responsibility to inform Health supervisor and manager to communicate the new health situation and follow these guidelines of Work from Home. The IT department should provide sufficient technical support during the Work from Home period.

### **3. Work from Home management requirements**

#### **3.1 Management Requirements for Work from Home**

The requirements to Work from Home are the same as working in the office, see below remarks,

- Please maintain a professional attitude, follow the normal working hours, align the daily work list with manager and communicate the progress in real time, and let yourself enter the working state effectively;
- At home, it is more important to pay attention to information security, not to use external social media for work discussions, and not to transfer the company's sensitive information to any storage space outside the company;
- Business directors shall strengthen communication with employees, and ensure business development through daily meetings, task lists, reports, and multi-channel communication using WeLink.
- During the Work from Home period, employee is not allowed to enter into the office building to any work area or canteen of the company, unless special approval is obtained.

#### **3.2 Remote Conference Access from Home**

- If you cannot connect to the company network from home, check whether you have Proxy authorization and the iAccess permission.
- If you have any questions, you may contact the local IT personnel or call 075560160 via WeLink.
- For We Link meeting use, click the link in the email to join a WeLink meeting. A user can make a direct call through the eSpace network or make a mobile phone call to join a conference. It is recommended that you use WeLink to make direct calls to attend a long-duration voice conference on your mobile phone. This is to avoid high call fees and the impact of forcibly disconnecting long-duration calls on the conference quality. (see Annex 1)

#### **3.3 Health advice during Work from Home**

- Avoid colleagues and friends visit each other during Work from Home period;

- Avoid going out and going to crowded place and group activities such as communal meals and group travels, company recommends the use of mask within public activities.
- Take self-protection measures according to scientific protection suggestions. Wash hands frequently and take your temperature every day. If you have any discomfort, seek medical treatment and report it immediately.

## **4. Attendance Management**

### **4.1 Daily Health Check-in Requirements**

To comprehensively and promptly understand the health status of employees, the Covid -19 Epidemic Prevention and Control emergency work team designed the daily health questionnaire. It is strongly recommended to complete the health check-in questionnaire through the Health APP implemented, to assist in the preventative and risk mitigation actions of the company.

#### **4.1.1 Health Check-in scope:**

To all employees in Spain including all employees working in Huawei offices and related regions, leased employees, interns, and partner employees on daily attendance in Huawei office.

#### **4.1.2 Health Check-in time:**

The Check-in fill in by people in scope starts at Spanish time 00:00 every day, and must be completed before 12:00 every day to track people's health on daily basis.

#### **4.1.3 Check-in method:**

Visit the following health check-in link via mobile phone or laptop

<http://w3-de.huawei.com/web/epidemicEUConsumerWEU/index.html>

### **4.2 Absenteeism**

Employees who lose contact for 8 working hours without approval and fair certified reason during Work from Home is deemed to be absent from work.

### **4.3 Overtime**

In principle, overtime work is not allowed during the Work from Home period. In special cases, overtime work can be performed only after obtain the approval of the supervisor.

## **4.4 Asking for Leave**

**4.4.1** The leave can be taken only after submission of the leave e-flow in Attendance tool and approved by the supervisor during Work from Home period.

**4.4.2** If any employee is sick, he/she must notify the company in accordance with the standard HR sick leave procedure.

## **5. Daily Work Task Management**

**5.1.** Manager of each department is the primary owners for the subordinate employee work management. The manager shall communicate with employees regarding the completion of work tasks via teleconferences or email communication in a daily basis.

**5.2.** For the remote office employees, the completion of work tasks in the current period should be tracked and managed by weekly reports or regular meetings.

## **6. Business trip management**

It is recommended that business trips or visits to high-risk areas during the Work from Home period are restricted. The manager shall approve the travel applications based on specific business trip requirements.

## **7. End of Work from Home**

Work from Home is the temporary control measure taken by the company based on the epidemic situation. The company has the right to cancel Work from Home for specific departments and employees at any time based on the changed situation, and notify the employees to restore office work in building through notice in advance.

## **8. Emergency case while Work from Home**

In case any person under the period of Work from Home suspect the symptoms of COVID 19 must call sanitary authorities “*COVID 19 Protocol and Response Plan*” in its annex 1.



Except for these Guidelines, other office processes and disciplinary actions shall be implemented according to the original regulations of the company. This document takes effect as of the date of issuance and expires on the day when the company decides to cancel the Work from Home. The Human Resource Dept reserves the right to interpret and revise this document.

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