**FEEMO GLOBAL SOLUTIONS PHILIPPINES, INC.**

**GUIDELINES FOR EMPLOYEES WORKING FROM HOME**

1. **Introduction**

At Feemo Global Solutions Philippines, Inc. (referred to as **“FGSP**”) we are committed to adapting modern flexible working practices. While there is an expectation that normally Employees of FGSP will be in the workplace, it is accepted that occasionally there will be circumstances where an Employee and the supervisor or manager agree that it is mutually beneficial for that Employee to work at home.

1. **Scope**  
   This policy applies to Employees of FGSP who have been allowed to work from home by their supervisor or manager.
2. **Definition**

Working from home consists in working based at home rather than at the normal place of work and may involve IT systems to perform work and to remain in contact with managers and Employee. Remote work is carried out to an agreed work pattern on a temporary or regular basis, depending on FGSP’s discretion and requires the prior approval of the appropriate supervisor or manager following consultation and discussion with the Employee.

1. **Procedure and Expectations**

**4.1 Manager Responsibilities**

• To consider and grant permission for working from home at their discretion.

• To notify Employees of arrangements, and to provide with a copy of these working from home guidelines.

• To ensure that the Employee is aware of expectations and the required standard of work, including specific deliverables for each occasion of working from home.

• To provide feedback, review and evaluate the arrangement of working from home.

* 1. **Employee Responsibilities:**

Employees should be able to demonstrate they can:

• Work independently and on their own initiative.

• Complete projects within set deadlines.

• Manage workload effectively.

• Maintain data security and confidentiality of the work.

1. **FGSP Equipment**

5.1 Equipment required to enable the Employee to work effectively at home will be provided by FGSP. Items of equipment may include laptops, tablets and/or mobile phones. These will remain the property of FGSP.

When equipment is provided, the Employee must:

• take reasonable care of it;

• use it only for work purposes;

• return to FGSP when requested;

• use it use it in accordance with all existing FGSP policies.

* 1. It is the responsibility of the Employee to observe extraordinary diligence in the handling of FGSP equipment. On the occasion that FGSP equipment be lost or stolen due to the negligence of the Employee, FGSP reserves the right to charge the Employee one hundred percent (100%) of the value of the equipment in cash, or by deduction in salary or any other sums owed to the Employee.
  2. In the event that an Employee had lost FGSP equipment due to theft, robbery or any unforeseen event outside the control of the Employee, the Employee must present a police report or any other document or video footage within a week from the time of the incident.

**6 Financial Assistance**

In case the Employee lost FGSP equipment together with personal belongings due to robbery, theft or any unforeseen event outside the control of the Employee, FGSP may give as advance, fifty percent (50%) of the Employee’s two (2) week salary, in addition to this, Employee may avail of the emergency financial assistance provided by FGSP by way of a loan of up to a maximum amount of twenty thousand pesos (PhP 20,000.00) provided that Employee will submit a police report or any other document or video footage within a week of the incident. The cash loan of twenty thousand pesos (PhP 20,000.00) provided to the Employee is on the condition that Employee meets or exceeds expectations in their most recent performance review or rating. Terms and conditions of the payment of the loan granted by FGSP to Employee as financial assistance shall be subject to the mutual agreement of FGSP and the Employee.

**7 Protection of Confidential Information**

Employee shall not disclose and entrust confidential information, directly or indirectly, or use, make available, sell, publish or otherwise communicate to any individual or entity, such confidential information other than in the course of assigned duties and for the benefit of the company.

**8 Ending the Work from Home Agreement**

FGSP reserves the right to withdraw work from home arrangement from an Employee. Managers will regularly review appropriateness for the business. If there is a service need requiring home working to be withdrawn, reasonable notice will be given.

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I acknowledge that I have read the contents of the Guidelines for Employees Working from Home and fully understand them.

Signed this \_\_\_\_\_\_\_\_\_\_, 2020 in Makati City, Philippines.

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***Employee***

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***Feemo Global Solutions Philippines, Inc. (FGSP)***