

SECURITY BANK CORPORATION

## Acceptance of Work from Home Guidelines

### Term

This Acceptance Form is in effect for a term of one month to commence from **March 20, 2020** and expire on **April 14, 2020**. The Work from Home period may be extended beyond this period if agreed to by the company and employee. If extended, this Form shall be reviewed and modified, if necessary.

### Policies

The employee agrees to abide by all Security Bank rules and policies, including but not limited to, human resource policies, information policies, intellectual property rights of the company, and applicable collective bargaining agreements.

By signing and submitting this form, it is understood that the employee is familiar with and accepts the following policies and guidelines:

- Work from Home – BCP Guidelines
- Information Security Program
- Acceptable Use Policy
- Data Privacy and Protection Policy
- SBC Code of Conduct

### Requirements

The employee is required to be aware of the Work from Home guidelines and related policies to ensure effective and productive work at home.

If the employee is work from home, the employee and manager are responsible for ensuring the home office meets the guidelines of the Work from Home Policy, specifically:

- Stable and Sufficient Internet Connection
- Phone Access
- Expectation Setting and Review of Responsibilities.
  - We suggest that the Manager and Employee document their deliverables and work expectations (e.g. start of day / end of day calls, time sheets, etc) for the time period as well as expected deliverables.
- Tools (e.g. VPN, Office 365, etc) for Work from Home

In establishing a home office, the employee is responsible for compliance with any regulatory requirements or legal agreements. The employee agrees to participate in studies, inquiries, and evaluations related to work from home.

Any violation of the Work From Home guidelines or this Acceptance Form will be subject to disciplinary action in accordance with the SBC Code of Conduct, including termination and legal action.

### Work Location & Hours

The employee's work from home location is: Block 25 Lot 11, Bagong Silang, Caloocan City

The employee's contact details at the work location are:

- +639391982939

The employee is approved to work from home:

- ☒ Occasionally upon approval of manager – no regular work from home schedule - BCP
- ☐ On a regular work from home schedule

The employee is scheduled to work from home on the following days:

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

The employee's core hours on work from home days when they are available to manager and coworkers are: (specify time)

8:30 AM to 5:30 PM

Describe any additional conditions to the work from home acceptance form:

Work From Home due to RCP for Pandemic Crisis

An employee that works from home regularly may be required to share office space on their days at the primary worksite at SBC.

*In the event the primary office is closed due to weather disturbances or other emergency, the employee may be advised to work from home until instructed otherwise by manager.*

### Job Responsibilities

The employee's responsibilities and functions — as defined by their job description — and agreed deliverables with the manager are expected to be maintained under the Work from Home arrangement.

### Communication and Work Approach

In order to maintain close communication and standards of professionalism while working from home, the employee must:

- Notify their manager and coworkers, of any change in the posted work from home schedule.
- Be available to manager and coworkers by telephone and email during core hours.
- Return calls and emails in a timely manner.
- Maintain any required communication with manager — such as daily contact.
- Answer the telephone professionally at all times.

The employee shall agree with their manager on a plan for receiving assignments, returning assignments, and reporting to the manager on work from home days, as needed.

The employee shall maintain contact with their work unit and colleagues, including attending meetings on work from home days when requested to do so by their manager, i.e. business meetings or events that require physical presence takes precedence over Work from Home schedule.

Employee must maintain a clear delineation of when they are working and when they are not working and maintain accurate records on time and attendance, while at home.

### Equipment

The employee and manager shall determine the minimum equipment and software necessary for the employee to complete assignments from home in a timely, efficient, and professional manner. In determining which equipment (if any) shall be provided by the SBC, the manager may consult other departments within the SBC as to appropriateness and availability.

Any equipment provided by the SBC must be properly inventoried and listed in this Form, and this Form must be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any SBC property upon request. SBC will maintain all equipment owned by SBC. The employee will not perform maintenance or repairs on SBC-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment.



The employee may be allowed to install SBC-owned equipment or software upon approval. Without approval, the employee must schedule installation with ITG.

Only SBC-owned software may be installed in SBC-owned equipment. The employee may not install or download any other software without prior approval from SBC.

All software used for work from home, whether owned by the SBC or the employee must properly licensed by the software manufacturer. If a new software is required for work from home, it will be provided by the SBC.

The employee will follow Acceptable Use Policy, whereby employee agrees to abide by all the policies, guidelines and procedures on the acceptable use of Bank's computers and systems and that violation of the SBC's policies, guidelines and procedures will be subject to disciplinary action in accordance with the SBC Code of Conduct.

Equipment	Provided By:		Inventory Number
	Employee	SBC	
Laptop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LT20-L1-443
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

## Expenses

The employee is responsible for operating costs that will be incurred under the work from home arrangement, such as but not limited to telephone service fees, Internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees.

The employee should never purchase nor rent equipment, services, or supplies on the assumption that the SBC will reimburse the cost. Any expenses that is intended to be charged or reimbursed from SBC will require prior manager approval and will follow the standard employee expense policy.

Employees on work from home arrangement must observe the following performance standards:

- Employees must interact with clients at the height of excellence.
- Employees must observe a business-like demeanor while working from home.
- Employees must use SBC equipment for personal use.
- Employees must allow access to use SBC equipment or system for SBC support.

## Termination

This Acceptance Form is not a guarantee of a job further, and the termination of employee is not a termination of employee. It is a document to document the work from home arrangement. If a termination is decided, the work from home arrangement will be terminated. The manager will make a good faith effort to work with the employee to resolve the situation, but the employee must be aware that the manager has the right to terminate the work from home arrangement.

## Information Security

The employee working from home, hereby undertakes to adhere to all procedures outlined in SBC's Information Security Program, Acceptable Use Policy, Data Privacy and Protection Policy, and other related policies pertaining to the handling of SBC data and public records.

In addition, employees who work from home must ensure the following:

- The protection of SBC data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the work from homesite.
- That approved firewalls and anti-virus software and applicable patches are on all remote site computers and are updated with current definitions.
- Dispose confidential information securely in accordance with the Bank's information disposal guidelines.
- All work is backed-up according to SBC procedures.
- The SBC network should not be accessed from other remote worksites or locations, outside the employee's home, unless with advance approval and for approved purposes.

## Intellectual Property

Products, records, documents, inventions and discoveries made while working from home are the property of SBC. The employee is expected to comply with SBC's policies regarding inventions and copyrights regardless of the work location or whether work was performed on equipment owned by SBC or the employee.

## Readiness and Safety of Work from Home Site

The employee confirms that they have a suitable place to work at home and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The work from home location is considered an official SBC worksite for purposes of employee's compensation. The employee must report any work-related accident, injury, illness or disease arising from home based to their manager immediately. All incidents are to be investigated and hazards are adequately controlled. SBC will not be responsible for accidents of family members or other third parties at the work from home site.

Home is equipped with secure and reliable wifi and telephone (landline) or access to mobile phone, to enable connection to SBC network and facilitate communication.

## Limitations

Employees on work from home arrangement must observe the following limitations when working from the home site:

- Employees cannot meet with clients at the work from home site.
- Employees cannot operate a business at any time during work hours or work for another employer.
- Employees cannot use SBC equipment for personal use.
- Employees cannot allow others to use SBC equipment or access the SBC network.

## Termination

This Acceptance Form is not a guarantee of work format, and can be terminated at any time by either the company or employee. A work from home arrangement may not be allowed to continue uninterrupted if it is detrimental to client service, the work unit, employee performance, work quality, or the company. In such situations the manager will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the manager has a responsibility to terminate the WFH arrangement.



Termination of the work from home arrangement can be made by the company at any time in the exercise of its management prerogative, and for any other sound business reasons which the employee is entitled to know. In the event of termination of the arrangement, the employee will be notified and provided the reason(s) for the termination in writing. In the event this agreement is terminated, the manager will make every attempt to provide sufficient notice to allow the employee to make appropriate arrangements that may be affected by the change.

The company will not be held responsible for any costs, damages or losses to the employee resulting from termination of the agreement.

### Summary of Employee Responsibilities

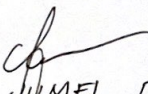
In general, employees are expected to:

- Adhere to all Bank policies and procedures;
- Maintain accurate and up to date records of hours worked at home;
- Provide authorized access to worksite, where necessary, for matters such as OSH inspections, and retrieval of any equipment; and
- Take reasonable precautions necessary to secure the Bank-issued equipment.

### Acceptance

This Acceptance Form may be amended at any time by SBC. A copy of this Form and any addendums or amendments will be provided to the employee and placed in the employee's personnel file.

I have completely read and understood Security Bank's Work from Home Guidelines - BCP and voluntarily agree to comply with each of the terms and conditions specified in that document, along with the details of this Acceptance Form, which is in force and effect for a term of one (1) month only, to commence on **March 20, 2020** and expire on **April 14, 2020**, unless otherwise advised:

  
CHRISTIAN JUMEL BACOR  
Employee Name and Signature

MARCH 19, 2020  
Date