



**PRIVATE AND CONFIDENTIAL**

Lu Wang  
14 The Oaks Barnhall Meadows Leixlip Co. Kildare  
Leixlip Kildare  
W23WF1H  
Ireland

*Delivered by Email*

21 June 2022

Dear Lu Wang,

I am writing to confirm the changes to your terms and conditions of employment with AWS EMEA SARL (Irish Branch). You will need to confirm your agreement to these changes in order to transition to a Virtual Location working arrangement.

With effect from 15 June 2022 your new place of work will change to your home address; therefore the following clauses of your contract of employment dated 25 May 2020 will be amended to state:

1. Hours of Work

- 1.1 As a Virtual Location employee, it is your responsibility to ensure that you take your allocated breaks throughout each working day. You are responsible for ensuring that you are ready and available to work at the designated shift times and that all scheduled breaks are taken throughout the course of your designated shift.

2. Place of Work

- 2.1. Your normal place of work will be at 14 The Oaks Barnhall Meadows Leixlip Co. Kildare, Leixlip Kildare, W23WF1H, Ireland
- 2.2. You may not relocate from your work from your approved Virtual Location address to a new address without prior agreement from Amazon.
- 2.3. Your home office area is considered an extension of the Amazon office. All policies and procedures at Amazon regarding customer service, including, but not limited to, safety, drugs and alcohol, performance, confidentiality, intellectual property, conduct, attendance, data security, solicitation, and privacy are in full force and applicable to you during your working hours. As an extension of the corporate office, these policies provide Amazon access to the remote work site and equipment while remotely connected to Amazon's network. You should fully understand that, when remotely connected to Amazon's network, your work arrangement is equivalent to working on-site at an Amazon office. The tools and systems used by Employees and the work produced by them are subject to Company review and control.
- 2.4. You are required to identify a specific area of your home that will constitute your home work area. You must work in the location approved by Amazon. You may not work from an unapproved work area/site. You must inform your Manager, in writing, at least two (2) weeks in advance prior to any change in your Work from Home location, and the new location must be within Amazon's preapproved list of work locations. You must notify your Manager and your Human Resources team of any changes

AMAZON WEB SERVICES EMEA SOCIÉTÉ À RESPONSABILITÉ LIMITÉE  
38 AVENUE JOHN F. KENNEDY, L-1855 LUXEMBOURG  
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Registered under the laws of the Grand Duchy of Luxembourg as a société à responsabilité limitée (private limited company)  
Managers: Eva Gehlin (Sweden), Barbara Scarafia (Germany), Claudiu Pasa (Luxembourg) and Tanuja Randery (UK)

Amazon Web Services EMEA SARL, Irish Branch  
(Branch Registration Number 908705)  
Irish Branch Address: One Burlington Plaza, Burlington Road, Dublin 4, Ireland



to your work location, home address, telephone numbers, or emergency contact phone numbers. Amazon reserves the reasonable right to inspect your home work area at any time during working hours with reasonable notice to ensure compliance.

- 2.5. To be eligible to work as a Virtual Employee for Amazon, you must have a home office area that is free of distractions commonly occurring in the home. By way of example, these can include all background noises and distractions such as barking dogs, television noise, music, children, etc. You must be able to devote full attention to your Amazon customer.
- 2.6. Your home working arrangements must comply with prevailing Health and Safety legislation and may be subject to inspection from time to time as advised by Amazon. You will be provided with best practices and recommendations to sustain an ergonomic and healthy work environment, and may be asked to complete an online training module and/or self-assessment to acknowledge your understanding and compliance with these recommendations. Your home working arrangements will be conditional on continuing to meet the recommended standards communicated to you.
- 2.7. In the event of systems outage, accommodation issues or other considerations which may impact your ability to conduct your duties at the nominated Virtual location, you may be required to work from an Amazon office for whatever timeframe is required to rectify the issues in question. Should you be required to work any of your shifts at the office, travel time between your Virtual designated location and the nearest Amazon office is not deemed to constitute working time and is therefore not part of your normal working hours.
- 2.8. Telephone calls made or received by Virtual Employees conducting Amazon business while working remotely are subject to recording and monitoring in the same manner as telephone calls are recorded and monitored for Employees working in physical Amazon offices. Under no circumstances should an Amazon Employee independently record calls with customers or other Amazon employees.

The following clause will be added to the contract:

### 3. Provision of Equipment and Services

- 3.1. While you work from your Virtual location, Amazon will provide relevant equipment to you. You are responsible for ensuring this equipment is used specifically for the purposes of carrying out your duties as an Amazon employee. You are responsible for maintaining this equipment and for proactively flagging any issues / maintenance requirements to your local IT department.
- 3.2. Amazon will require you to provide, maintain and use personally-owned equipment and services as are necessary to perform the functions of your job. A reliable ISP (internet) connection (with at least 30 MBPS speed and above) is required. Wireless air cards and satellite are not allowed due to decreased broadband availability concerns.
- 3.3. Amazon will not assume liability for loss, damage, depreciation, or wear and tear of employee-owned equipment. Maintenance of and repairs to equipment owned by you will be your responsibility. Computers must be connected directly to the modem while working and you must maintain a secure network access. Amazon equipment may not be used by any person not employed by Amazon. All Amazon equipment must be plugged into a surge protector. Amazon will not reimburse you for any home-related expenses including, but not limited to, heat, air conditioning, electricity, insurance, or personal monthly phone bills.

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All other terms of your employment remain unchanged.

Thank you for your continued efforts. We are very excited about the future and are looking forward to your continued contributions.

Please sign copy of this letter by way of acceptance as soon as possible and return to HR Services.

Yours sincerely,

**Evelyn Gonzalez Escalante**  
**Senior Manager New Joiner Support**

**ACCEPTANCE:**

I agree to and accept the above changes to my terms and conditions of employment with AWS EMEA SARL (Irish Branch) set out above.

\_\_\_\_\_  
Signature

Lu Wang

Jun 22, 2022

\_\_\_\_\_  
Date

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