

CORONA TELEWORK POLICY

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Policy Occasional Corona Telework

1. Introduction

The objective of the Corona telework policy is to define the possibilities and rules for telework resulting from the measures taken to prevent the spread of the Corona virus (Covid19). This type of telework will be called Corona telework hereafter. We do not intend at all to establish a policy regarding structural Corona telework.

Corona telework in the sense of this policy is defined as working in a location of your choice, without direct control and presence of the employer, and making use of information technology for a temporary period of time. This to prevent the spread of the Corona virus (Covid19) as imposed by the Ministerial Decree of 23 March 2020, BS 23 March 2020 (amended on the 3rd and 17th of April 2020).

2. Eligibility criteria and implementation modalities

As part of the measures taken to prevent the spread of the Corona virus Covid19, the government imposes tele homework on all non-essential companies, whatever their size, for all staff whose role enables it. Companies in critical/crucial sectors and essential services are also required to apply the sytem of tele homework to the extent possible.

The employer has therefore decided to accept requests for Corona telework from the employees temporarily, as a force majeure situation that can justify occasional telework if the conditions are met. A force majeure situation concerns a situation in which the employee, due to unforeseen circumstances and independent of his/her will, is unable to perform his/her work at the regular workplace.

The acceptance that an employee can telework in order to prevent the spread of the Corona virus Covid19 does not mean that the employee's role could also qualify for structural telework for other reasons.

When the evolution of the authorities' measures against the spread of the virus and of its impact on the production and deployment of the workforce requires it, the employer can adapt the eligibility criteria and the implementation modalities as mentioned below.

These modifications will only be made to the extent, and as long as, strictly necessary. We do not intend at all to unilaterally change the employee's salary and working conditions.

3. Roles for which Corona telework is the norm

As a rule, working from home is the norm. However, it is the employer and/or direct supervisor who decide(s) whether the employee can perform Corona telework.

Corona telework is, to the extent possible, recommended for employees who can make use of information technology to execute their employment contract and who can perform their agreed work remotely.

This can be modified taking into account the official advice from the authorities of the countries in which Biocartis operates.

In any case, the following employees are not eligible for Corona telework:

- Roles that, by their nature, require a permanent presence of the employee in the office and/or customer, and/or production environment;
- Roles that do not make use of information technology to perform their work.

In addition, the employer can ask the employee to work from home if the capacity of the buildings is exceeded in order to safely respect the official guidelines and advice from the respective authorities for the employees. This is to guarantee everyone's safety.

If an interim employee or a consultant is also eligible for telework, this policy will also apply to him/her.

3.1. Criteria on the basis of which the employer can refuse

The employer, more specifically the direct supervisor of the Corona teleworker, will assess each request for Corona telework, even if it complies with the above situations. The employer reserves the right to refuse a request for Corona telework. The employer can only refuse if he/she considers that telework is not mandatory for the role of the employee pursuant to the Ministerial Decree of 23 March 2020.

A verbal refusal of Corona telework is valid.

3.2. Location where Corona telework can be performed

In compliance with this policy, the work can be performed at the employee's home address or any other workplace outside the employer's premises suitable to perform work and where the official obligations, guidelines and prevention measures of the respective authorities can be met.

The employee informs the employer of the place he/she chooses and from which he/she will organise his/her work.

4. Collaboration supervisor – Corona teleworker

4.1. Consultation

The agreements concerning Corona telework are made by mutual consent between employee and supervisor. Such agreements must comply with the principles defined in this policy and must meet the needs of the organisation.

More specifically, the employee and his or her supervisor agree on the following matters:

4.1.1. Performance

The employee and the supervisor agree on the performance that will be delivered by the employee and/or the timing. Under no circumstances, the provision of services may be compromised, it always comes first.

4.1.2. Reachability

The employee remains reachable to colleagues, supervisor and customers in the same way (mail/telephone/GSM/communication tools such as ZOOM, Skype 4 Business, MS Teams, etc.) as is the case if he/she would perform the work at the employer's premises.

4.1.3. Collaboration

The employee and the supervisor agree with regard to collaboration with remote colleagues. The employee and the supervisor thereby try to safeguard the cooperation with colleagues as much as possible, and to watch over everyone's workload.

4.2. Respect and personal balance

Biocartis understands that it is difficult to find a good work-life balance during the Corona period. It is a challenge that we take on together with our employees.

It is important that both supervisors and employees do everything possible to understand each other, and to show understanding when it is more difficult to organise the work-life balance well.

We find it important that everyone is able to disconnect from time to time and, despite the difficult work-life balance, can find moments of peace and rest.

In addition to work, we advise everyone to also make time to keep moving, to take breaks (not in front of the screen), to get enough sleep and to take some holidays once in a while, even if you are not able to travel.

Also set limits, a whole day of videoconferencing causes exhaustion and lethargy. Alternate between your tasks.

Do not just stay in touch, but also stay connected. Catch up during a virtual coffee break.

Show understanding and respect for the other. It may happen that a child interrupts to ask questions during a meeting or that you hear someone in the background, in this difficult period during which parenting is often combined with work. That is okay, we know that this is how it works right now.

With understanding and respect, we get through this difficult period together.

In addendum 1 we added the "Our People. We Care" leaflet in order to illustrate the Biocartis idea.

5. Distinction between professional and private life

If the employee works from home, the working environment must be separated as much as possible from family life, both in space and in time. This to enable a healthy deconnection.

6. Personal planning and organisation

The employee structures his/her working day, plans his/her day with clear objectives and tasks, allocates his/her time and breaks accordingly.

7. Working hours

Standard working hours also apply to teleworking. The working hours defined in the work regulations remain valid.

Subject to prior approval of his/her supervisor, the teleworker can deviate from the usual working hours in order to, for example, better combine professional and private life. However, the teleworker's reachability may not be compromised.

8. Availability

Teleworking is not a valid reason to decline requests for meetings and/or training. When teleworking, the teleworker must be reachable at all times via email, via meeting tools such as ZOOM, Skype or similar providers and/or via his/her GSM/telephone.

9. Corporate image

Attention must be paid to continuous professional behaviour and adequate service to internal and external customers. They must receive optimal support and service, regardless of the work location chosen by the employee. The internal and external customers are not always aware that the employee is working from home or from another location. Therefore the employee will avoid disturbing background noises during business hours as much as possible.

With regard to the use of platforms such as ZOOM, Skype 4 Business / MS Teams etc., employees must ensure that also the images in the background are professionally acceptable. We recommend using the corporate background proposed by the employer (Idylla).

10. Practicalities

10.1. Technical support

The employer provides the employee with the necessary IT tools so that he/she can easily work from locations other than the office environment.

The following IT tools will be provided:

- Laptop
- Screen (as used in the office)
- Computer mouse
- Keyboard

Apart from the IT tools listed above, no other materials are provided to the employees for telework.

Employees can take these IT tools from their own desk (not from someone else's desk), after notifying via a ticket or by requesting to IT in case an employee does not have a desk with these tools in the office.

IT tools are not delivered to the home location, but must be picked up in the office during business hours after notification via a ticket.

The general guideline is that the IT tools are at the location where you perform 3/5th of your working time.

- Example for a full-time schedule:
You are working three days from home and two days in the office, you do not have a desk in the office but equipment at home and vice versa.

Please note: If a person works for Biocartis less than two days per week (part-time, subcontractors, etc...), he/she does not have a permanent desk or equipment. He/she works according to the flex desk principle. A flex desk in the office is a desk that can be used by everyone and where the IT equipment is ready or use. If the desk is available, it can be used by anyone who does not have a permanent desk. It is important that the flex desk workers respect the hygiene measures and clean the contact surfaces of the workplace and the IT equipment after use.

These IT tools remain the property of the employer.

The employee is obliged to use the IT tools made available to him/her with respect, in accordance with the applicable guidelines documented in this policy with regard to the use of the available technology.

The Corona teleworker is obliged to immediately inform the employer of a defect in the equipment he/she uses or in case of force majeure preventing him/her from performing his/her work. If necessary, he/she will contact the employer's ICT department.

If the technical problem cannot be solved immediately, agreements will be made in consultation with the direct supervisor.

10.2. Calendar

The employee always keeps his/her Outlook calendar up-to-date. The teleworker indicates the period of telework in the calendar as "Working Elsewhere".

The calendar is always visible to everyone within the organization.

The visibility in the Outlook calendar concerns the availability of the employee ("Busy", "Working elsewhere", "Tentative", "Free", "Out of Office") and not the content of the planned activity.

Permanent employees and interim workers (not consultants and subcontractors, and (interim) operators) enter their telework in MyWorkAndme and internal employees (permanent employees, interim workers and consultants) can contact each other via ZOOM / Skype 4 Business / MS Teams regardless of their location.

10.3. Organisation of the workplace

The chosen workplace must be suitable to perform the work.

This implies:

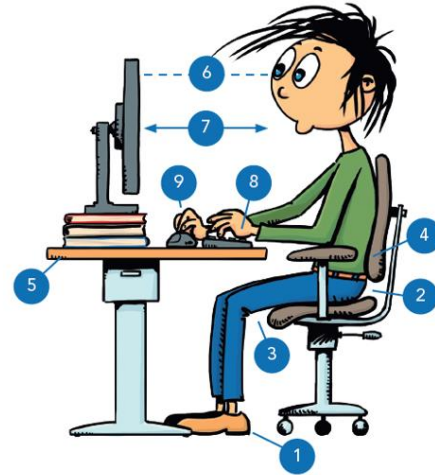
- that the necessary infrastructure (e.g. internet connection, working space, ...) is available;
- that he/she is responsible for creating a good workplace so that he/she can work in a quiet and undisturbed way as much as possible.

The employer is responsible for the correct application of health and safety legislation (Welfare Act, ARAB and Codex Welfare at Work) in the workplace. The prevention advisor advises on the organisation of the workplace. The employee assesses whether the workplace meets the requirements of health and safety. He/she can contact the company's prevention advisor for this purpose.

A check of the workplace by the company's prevention advisor must always be announced in advance and is only possible after prior agreement of the employee.

10.4. How to set up the workspace?

1. Feet flat on the ground
2. Seat height: pelvis higher than the knees
3. Seat depth: a fist space in the knee pit
4. Support lower back: rounded shape above the waist belt
5. Table at elbow height
6. Top edge of the screen at eye level
7. Viewing distance at arm's length
8. Keyboard: relaxed position and support of hands and wrists
9. Sufficient free space for the mouse
10. Avoid sitting down all the time



11. Compensation

General rule: Occasional teleworkers who work from home are not entitled to a separate compensation in addition to their gross salary, and will not receive a reimbursement for any costs resulting from their choice to work from home, unless otherwise stipulated.

For the occasional Corona telework, we provide the following temporary compensation for employees, interim workers and direct consultants:

- Monthly fee equivalent to EUR 50 net for the period March - June 2020 for all teleworkers (applicable retroactively).
- If applicable, this amount can be grossed up.
- This compensation is intended to cover the costs related to the Internet connection and other costs resulting from Corona telework, such as, for example, the installation of a teleworking desk, printer, printing paper, additional consumption of electricity, water, coffee, drinks, toilet paper, etc. Teleworkers are therefore no longer allowed to submit expense reports for these costs.

12. Insurances

12.1. Occupational accident insurance

Employees working outside the Biocartis premises according to this policy, are covered by the company's occupational accident insurance.

Statutory occupational accident insurance:

- Occupational Accident Act is also applicable to occasional teleworkers (as from 1/1/2020).
- Coverage: medical costs caused by a work related accident.

The following proof is required:

- Approval for telework: proof is given by means of registration of the telework in Myworkandme/eBloxHR.
- Place of the accident: e.g. in email in which employer/manager allows to work at place x that day. If no place is indicated, there is a legal presumption of "work accident" if the accident takes place at home or at another usual place of employment.*
- Time of the accident: e.g. in email in which employer/manager allows to work during hours x and y. If no time is indicated, there is a legal presumption of a work related accident when it has occurred during the normal working hours.
- Accident happened during the execution of the employment contract: via immediate notification of the accident to the line manager and HR with details on the exact circumstances (SMS or email).

Additional coverage provided in the occupational accident insurance at Biocartis:

Biocartis has provided an additional occupational accident insurance.

Specific "telework" coverage is provided, including a 24h/24h clause. This additional coverage is intended to avoid discussions concerning work-related accidents (e.g. proof that you were working or not).

However, the following is excluded from this coverage: activities not clearly linked to the normal execution of the employment contract (e.g. gardening, sports, hobbies...).

Accidents on the way from the telework place to the children's school or to/from the lunch place are also considered as homework accidents.

12.2. Insurance against theft and damage of IT

The employer has an **insurance against theft and damage of IT equipment**.

Every theft must be reported by the police to the insurance company by means of a police report ("Proces-Verbaal"). A police report is always required, yet the submission to the insurance company is evaluated based on the effective value (given the franchise for the employer).

13. Illness and disability

In case of illness or disability, the teleworker must inform his responsible supervisor as well as HR as soon as possible, via the usual procedure defined in the work regulations.

14. Privacy, confidential information and data protection

The employee has access to the employer's server containing confidential data. He/she is responsible for protecting the information related to the work he/she performs for the employer. He/she will be cautious in order to ensure privacy and will respect the confidentiality of the employer's information. Upon determination of violation of these rules, the employer will be obliged to apply the sanctions policy as included in the work regulations.

15. IT User Policy

As is the case when working in the office, also when teleworking, the employer finds compliance with the guidelines of the IT User Policy ("IT User Policy") by all employees (employees, interim workers, consultants and subcontractors) important.

Employees can find the IT User Policy in MasterControl under number BC-002489.

This policy describes the general IT guidelines and the guidelines concerning IT security.

In addition to the IT User Policy, the employer informs all employees on the IT security guidelines with the necessary priority.

Employees are continuously informed via emails and SharePoint updates on adapted security matters. Teleworkers and employees working in the office must read and observe these guidelines and all updates at all times.

16. Sanctions

If it would turn out that an employee does not perform the agreed work during the occasional Corona telework, the sanctions included in the work regulations will apply.

In that case, the employer will be entitled to not pay salary and, possibly, even to reclaim salary. After all, salary is the compensation for performed work.

Addendum 1: "Our People. We Care."

OUR PEOPLE. WE CARE.

Are you suffering to balance private life with working from home? **We understand.** We know it's a challenge, don't forget, **we are all in this together.**



Take care of yourself. Keep moving, take breaks and lunchbreaks AWAY from your screen, stay hydrated, try to get as much sleep as you need, move around, take vacation. **'De-connect' from time to time.**



Video fatigue is a new phenomenon for all of us. Avoid setting up a full day of meetings or allow short breaks for long meetings. **Set boundaries.**



Don't feel obligated to turn your camera on during a Zoom meeting. **It's 100% ok.**



Let's find a way to stay connected to each other. Have a virtual coffee break, happy hour or game night. **Stay connected.**



During a Zoom meeting, don't worry about background noise coming from a family member. **It happens.**



You're doing your best managing all the demands of a full-time parent and a full-time employee. **We get it.**



During a conference call, should a family member require your help, don't hesitate to excuse yourself. **We care.**



Continue to stay home, keep your distance, stay healthy and support each other. **Together we can save lives.**

