

## STAY-IN EMPLOYEE POLICY

### Policy Brief and Purpose

Our Stay in Employee Policy outlines our guidelines for employees working in the office and staying at the same time during this COVID 19 Pandemic.

### Scope

This Stay in Employee Policy applies to all stay in employees regardless of position or type of employment.

### Policy Elements

All stay-in employees shall observe normal working hours while in the office. Employees shall work not later than 10am. Scrum Time must be followed. Staying Employees shall also observe smart casual attire while at work.

### What is a stay-in employee?

An employee that will be working in the office but also will stay in the office for lodging. These are employees that will stay for a specific period of time for projects collaboration.

### Policy Guidelines:

- 1) All stay-in employees shall observe and practice good housekeeping. Second Floor **(Mezzanine)** shall be used as lodging area and therefore shall be cleaned by stay in employees from time to time. All sofa beds that will be used for sleeping purposes shall also be taken with utmost care.
- 2) Rest rooms shall be for its intended use. Executive Restroom shall only be used for taking a bath or a shower. Other activities shall be done on the two restrooms inside the office (Mageia - Ladies, Gentoo - Gentlemen).
- 3) Stay-in employees shall bring their own food. All cooking equipment is available for use provided that cleaning shall also be done afterwards.
- 4) All work equipment (pc, monitor, laptop) shall be used solely for work.
- 5) Play Area shall be used as a working area and meeting area. Physical Distancing and corrective measures shall be observed.
- 6) Wearing a mask at all times shall also be observed.
- 7) Alcohol will be provided for use.
- 8) Electric Fans shall be used during sleep hours. No Air Conditioning shall be opened unless approved and permitted.

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- 9) Admin Room shall be closed and for authorized persons only. Therefore stay-in employees shall avoid going inside the Admin Room.
  - 10) For emergency purposes, Fire exits shall always be opened. Stay In employees should know how to use fire Extinguishers.

### **Disciplinary Consequences**

Stay-in employees who do not follow our policy guidelines will face disciplinary and possibly, legal action.

We'll investigate every breach of this policy. We'll terminate any employee who willfully or regularly breaches our guidelines for personal profit. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness.

This policy is binding until Stay In Guidelines shall be lifted by the management.