

SMALL MEDIUM ENTERPRISE DEVELOPMENT BANK MALAYSIA BERHAD

WORK FROM HOME CHECKLIST

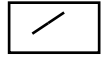
Employee Name : ROZAIMI BIN ZAMAHRI @ JEMAHARI
Staff ID Number : ID003511
Dept. / RC / EC / BC : GDTT / DITP / TECHNOLOGY PROJECT

A. For Applicant

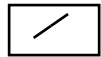
- ☒ I will self-manage my work and performance during WFH. There will be no disruption to business operation needs during the WFH period.
- ☒ My WFH arrangement will not affect the unit's effectiveness in carrying out its provision of services or administrative function.
- ☒ I understand the Bank is not obliged to furnish / provide tools for me to be able to perform my task at home and I will make the necessary preparations to ensure the success of the WFH arrangements (i.e. equipped with the right tools, technology and equipment); at my own expense.
- ☒ I understand the Bank may impose additional or other conditions on me and it shall be at the Bank's sole discretion.
- ☒ I will not change my WFH dates once my application is submitted and approved.
- ☒ My WFH dates are intended for a whole day period, not half-day.
- ☒ The planned work can be done from home and I will be able to meet the requirements of the tasks to be assigned to me.
- ☒ My WFH arrangement will not place undue burden on others in the unit.
- ☒ There will not be any problems of safety, security or supervision as I will ensure the space / location for WFH is safe and complies with health and safety requirements at all times. I will report any health, safety and wellbeing hazards, near misses, accidents and incidents.
- ☒ I will complete the online Outcomes-Based Productivity for the entire duration of the approved WFH and I understand that failure to complete this may result in non-approval or revocation of WFH application.
- ☒ Before the effective date of the approved WFH, together with my Immediate Superior, we will communicate to co-workers and any other relevant internal and external parties on the WFH arrangement.



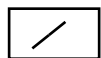
I understand the Bank may require me to report to office anytime and it is mandatory for me to be at the Bank's premises at the earliest possible. If I am unable to return to the Bank at the earliest possible, I will immediately inform my Immediate Superior and provide justification and my earliest arrival at the Bank. I understand that failure to respond promptly may warrant disciplinary action or cancellation of WFH arrangement.



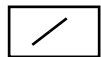
I understand my WFH arrangement may be cancelled should I tender resignation during the WFH period and I may be required to work at Bank's premises during the notice period.



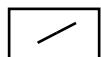
I will adhere to all the Bank's policies and procedures. Failure to observe and discharge my duty accordingly during WFH or abuse of WFH arrangement shall result in cancellation of WFH arrangement and further disciplinary actions may be taken against me as per the Bank's prevailing Consequent Management framework.



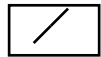
I will remain contactable during the normal working hours.



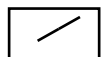
I will check-in with my Immediate Superior at least twice a day; morning and evening; either via email, phone or any other form of evidence-based communication.



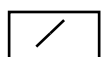
I will accept and attend all Bank's video conference/meetings that involves my function as normal.



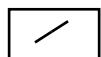
I will maintain accurate and up to date records of hours worked at home within normal working hours.



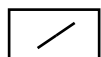
I will continue to meet deadlines, uphold high-quality standards, and submit reports as required.



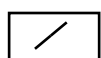
I will take reasonable precautions necessary to secure any equipment or devices provided by the Bank.



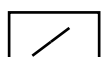
I will immediately contact my Immediate Superior in the event of emergency and I need to be away or attend to any matters during WFH. If I am unwell or require hospitalisation, I will promptly notify my Immediate Superior.



I will provide access to Bank or other approved parties with access, where necessary, for matters such as health and safety inspections, and retrieval of any equipment or assets provided by the Bank.



I understand face to face meetings are prohibited to be held at my home or other WFH locations



If I am recalled to Bank, I will not claim for travel or transportation related benefits / allowances or any other expenses including replacement of WFH days

B. For Immediate Superior

- ☐ More than 50% of the employees in the division will be physically present at the office; based on ratio 50:50.
- ☐ I will review and sign off the online Outcomes-Based Productivity for the entire duration of the approved WFH.
- ☐ I will not approve an application with incomplete Outcomes-Based Productivity.
- ☐ The applicant's prior performance has demonstrated the skills and qualities necessary to succeed in the proposed WFH.
- ☐ I will monitor and review the WFH arrangement and the employee's health, safety and wellbeing on a regular basis.
- ☐ The applicant's performance will be measured on the same metrics that apply to work done in the office.
- ☐ I have assigned clear Key Performance Indicators (KPIs) to the applicant.
- ☐ More than 50% of the employees in the division will be physically present at the office; based on ratio 50:50.
- ☐ I have the ability to observe performance of the applicant during WFH.
- ☐ Before the effective date of the approved WFH, together with the applicant, we will communicate to co-workers and any other relevant internal and external parties on the WFH arrangement.
- ☐ I will ensure the applicant will work in accordance with their conditions of WFH policy and adhere to all the Bank's policies and procedures.