

# Works Council 70

## Sant Cugat



### *Especial work at home*

As we have been informing you during these months, from the **Works Council** we are working with the Company's Management to have a labor framework that regulates working conditions in the homes, as we have in the Work Center.

Below we inform you of the processes in three very important areas:

- **Purchase of equipment.**
- **Ergonomic evaluation of the workplace.**
- **Processes in the event of an occupational accident.**

We also included in the Newsletter information on the "**Procedure in case of common contingency**", "**Evaluation of occupational risks due to pregnancy**" and "**Home menu**"

The information on the "**Ergonomic evaluation**" and "**Occupational accident/common contingency**" processes has been provided to us by the **Medical Service and Prevention Service departments**, which also informed the entire workforce at the time. From the **Works Council** we value the great work and commitment of all the people working in these departments.

From the **Works Council** we believe this Newsletter will be of help to you, having in the same document information that we have been requested throughout these months. In addition, they are part of the framework that regulates the conditions of work from home in which we are working as we mentioned above.

### **Work equipment**

- **If you need any equipment to work from home (hardware, software or peripherals), you can use the [GIPAssist](#) portal.**
  - ✓ You need to inform your manager.
  - ✓ The purchase of these materials is done as when we are in the office under normal circumstances.
  - ✓ In this [FAQ](#) you will find answers to recurring questions that may arise in the COVID19 situation, including question 28 questions on equipment.
  - ✓ It is also applicable to new employees.
  - ✓ This [checklist](#) informs you how you should deal with your manager the materials you may need.
- **For new employees who could not join the Work-from-home Reimbursement last year:**
  - ✓ It is about the reimbursement of 176 euros in the purchase of an HP chair or monitor.
  - ✓ To apply, please talk with your manager.
  - ✓ The reimbursement is made through [EEM](#) (Employee Expense Management, HP's expense reimbursement system), providing the corresponding invoice.

## Ergonomic evaluation of the workplace

Ensuring working from home is performed with the maximum-security guarantees is a priority of the **Works Council** and the Company's Management. Below are the processes and documentation that the EHS department has created in recent months:

### If you want to make an ergonomic evaluation of your work position at home:

- ✓ While in alarm status you can take the [EHS self-assessment for work from home](#) (voluntary).
- ✓ You can request a remote assessment by an ergonomist by sending an email to [ehs.iberia@hp.com](mailto:ehs.iberia@hp.com).
- ✓ Once the request is received, a meeting is organized by Zoom between employee and the ergonomist.

### Help information:

- ✓ Ergonomics course: [Health and Safety Comfort Guide](#).
- ✓ Video with [ergonomic tips for working at home](#).

## Pregnancy Risk Assessment

As we reported in the [Nov'18 Newsletter, page 2](#), we remind you of the process to perform an Occupational Risk Assessment for pregnancy (to be taken into account in the current situation of working at home):

- ✓ Contact the Medical Service, mail: ([BCN-MedicalService@hp.com](mailto:BCN-MedicalService@hp.com)).
- ✓ The Prevention Service (EHS) will contact the colleague to perform the evaluation.

## Information in the event of an accident at work

**Definition: Any injury or acute process suffered by the employee due to or as a consequence of his/her work, including accidents that occur:**

- ✓ At the facilities of HP Printing and Computing Solutions S.L.U and at the customer work centers.
- ✓ While traveling to attend to work-related matters, including business trips between HP and customer facilities.
- ✓ Travel between the employee's home and workplace.
- ✓ Accidents occurring to employees who work in their home assigned as workplace ("work at home" situation)
- ✓ Accidents occurring to virtualized employees if they occur in direct relation with the work activity.

(Sports accidents and those due to the exercise of any activity unrelated to work, even if they occur at the Company's facilities, are excluded from this classification).

### Procedure:

- ✓ In case of an accident at during the working hours, the employee must immediately contact the Medical Service ([BCN-MedicalService@hp.com](mailto:BCN-MedicalService@hp.com), 666 111 122).
- ✓ The Medical Service will attend in person to employees who have access to the Site from 8 am to 5 pm. Those who do not have access will be referred to the **FREMAP** Insurance Company to assess and determine the contingency.
- ✓ **FREMAP** has a very wide network of centers. The Medical Service will refer employees to a nearby center whenever possible.
  - <https://www.fremap.es/Conocenos/centrosinstalaciones/Paginas/centros.aspx>

## Procedure in case of common disease

Links in case of sick leave due to common contingencies:

- [https://content.int.hp.com/sites/Spain/Illness\\_es.page](https://content.int.hp.com/sites/Spain/Illness_es.page) (Español)
- [https://content.int.hp.com/sites/Spain/Illness\\_en.page](https://content.int.hp.com/sites/Spain/Illness_en.page) (English)

In case of requiring medical leave due to illness (common contingency) you can do it through the link below to facilitate procedures from home without having to call or go to the Primary Assistance Center (due to the Pandemic it is the fastest and safest channel Communication):

### APPOINTMENT ICS (Institut Català de la Salut / Catalan Institute of Health)

- [https://ecap.ics.gencat.cat/Visites/Serveis/programacio\\_visites/Visites.aspx](https://ecap.ics.gencat.cat/Visites/Serveis/programacio_visites/Visites.aspx)

**Cita prèvia i consultes**

Pots demanar cita per a diferents serveis del teu equip d'atenció primària, entre altres vacunació contra la grip o amb el servei d'atenció sexual i reproductiva.

Accedeix amb el teu codi d'identificació personal (CIP)

Ex. TASA 1 032101 00 2

**Accedir**

● On trobar el meu CIP

Encara no tens la teva TSI?  
Obtenir la targeta sanitària individual (TSI)

## Home menu option

In **EDENRED App** you have the option “**Home delivery**”; with this option you can see all the restaurants that offer menus at home from the location that you put in the App.

# Works Council HP INC Sant Cugat - Entity70

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