

Works Council

70 HP INC- Sant Cugat



Agreement “Smart Working”

We want to thank the positive reception that the [“Smart Working” agreement](#) has had, 90% of people have joined. For people who have not yet joined this is the [link to join](#).

From the **Works Council** we are answering questions these weeks, personally and by mail, also via Zoom Meetings with groups, they have been very positive because they have allowed to clarify issues that are important, if any person or group is interested in doing a Zoom Meeting or want to make a consultation on a personal level or by mail we are at your disposal.

We would like to share the following information:

- o The Category (Flex, ON SITE) must be communicated by managers / organizations, we have transferred the Company's Management to communicate to various organizations the need to give this information to people. If someone does not yet know their category from the **Works Council** we can help them.
- o People who have joined before October 26 will receive on the November payroll the compensation for the months of October and November (90 euros).
- o **No deadline to adhere to the “Smart Working”.**

Back to the Site

The Company's Management has informed that it is possible to return to the Company, the **Works Council** we share some important points:

- ✓ We have asked that the Tech Café have the 3 people who were there before COVID.
- ✓ Building B7: the 2nd and 3rd floors and the Cafeteria on the 4th floor have been opened. The Cafeteria on the 1st floor and the Medical Service are already operational throughout the pilot plan.
- ✓ People who work at the B7 have the same free access to the Main Site as people who work at the Main Site.
- ✓ The Central DELI on Main Site (B1) has been opened as requested by the Works Council.
 - o We have requested that Café tables be installed in the outdoor garden area.
- ✓ **We have asked that the changing rooms be opened**, taking into account safety regulations as in the rest of the Site, **many people do sports or cycle to the Site and it would be very important that they had access to the changing rooms.**
- ✓ We recommend that people follow the prevention measures that are carried out on the Site.
- ✓ **The Medical Service continues to carry out voluntary antigen tests on all employees who come to the office.**
- ✓ If any employee has any symptoms of COVID-19, they should refrain from attending the office.
- ✓ Flu Vaccine: You have at your disposal the Medical Service for the flu vaccine, the hours are:
 - ✓ **Main Site: 12:00 to 14:00; B10: 10:00 to 13:00; B7: 09:00 to 12:00**

Desk to Mobile

The Company's Management has made the decision that all people with the FLEX category in any entity and Site move to a mobile job in the work centers, the **Works Council** wants to share with you the following points:

- This decision was made by the Company's Management, as the law allows these changes to be made and only informs the Works Councils in any company.
- By having information about it, we express that a communication to the employees would have been positive given the importance.
- The Company must take responsibility for ensuring that all workstations have the correct equipment.
- As we report in the [Newsletter](#), we ask for meetings with HR and CREWS to share situations that colleagues send us and our recommendations:
 - All the people who go to the Site must have a table.
 - Each table must have the necessary equipment to work:
 - ✓ A list with the standard equipment (screens, docking, connections, cables, others) is necessary.
 - ✓ In several departments special equipment is necessary due to the work profile.
- The tool to reserve a place only aims to reserve a table in the area assigned to your organization and avoid having more people than tables available.
- Each team must have a work area for their organization.
- In the case of people with special ergonomic needs (back problems, others), contact the **Works Council**. (see page 3 with process).

For several weeks we have been receiving comments from many people about:

- ✓ Equipment is missing (monitors, cables, dockings, connections for different types of equipment, others ...)
- ✓ Standard equipment where there is a need for special equipment (monitors, dockings ...)
- ✓ Power problems, no LAN cables.
- ✓ Other situations.

We have shared situations to be resolved in the following areas:

- ✓ **B7:** Various areas on the 1st, 2nd and 3rd floors.
- ✓ **B3:** Various areas of the 2nd floor
- ✓ **B1:** Corridors in front of the Tech Café
- ✓ **B10:** "Mezzanine" area
- ✓

We have had several meetings with HR and CREWS to discuss all the situations, they are working on it (400 cables have been bought, screens on some equipment, others). We appreciate the willingness and work to solve all situations.

We have asked to hold periodic meetings to follow up on this situation. From CREWS and HR they are in contact with managers and host managers, **if in any organization you do not have any contact from the Works Council we will help you coordinate it.**

We will continue working so that all situations are solved and all people have the security that your workplace will be operational.

If you see any problem in your workplace, get in touch with the **Works Council** to report the situation and have it resolved as soon as possible.

Desk for people with special ergonomic needs.

For people who need a position with a special furniture or configuration for health needs, you have this process to evaluate if it is necessary to have a fixed site suitable for your situation:

- Request a visit to the Medical Service to see if you are a particularly sensitive person.
- If you are a particularly sensitive person, you will have an ergonomic review of the position at home and HP to see what actions to take in each case.
- If necessary, you will have an assigned site on the Site. This position will be temporary or permanent as indicated by the Medical Service and the Occupational Risk Prevention technicians.

Occupational Risk Assessments for “Smart Working” Agreement.

People adhering to the “Smart Working” Agreement have the right to Occupational Risk Assessments in your home, we provide you with the following information:

- They will send you a questionnaire to obtain information about the risks (it is not a self-assessment)
- A technician will do the evaluation and a report will be sent individually to each person
- If there is a special need identified by the Medical Service or other situations where it is technically necessary, the risk assessment of the job will be carried out remotely by videoconference: Zoom meeting, etc.
- Ultimately, in cases where it was necessary, a risk assessment would be carried out in person (always with authorizations and in accordance with applicable regulations).
- A mandatory ON Line training course and an information manual on Occupational Risk Prevention will be sent.

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Francisco Quesada, Xavier Ibáñez, Eva Navarro, Jimmy Bontinck, Rafael Boada, Eulalia del Campo, Raúl Fernández, Laura Tena, Mariano Urso, Oriol Farré, David Ramos, Oscar Fernández, Iván Borrero, Edfran Sánchez, Markus Koponen, Enric Murt, Giacomo Gasparini,



