

# Works Council

## 70 HP INC- Sant Cugat



### COVID situation

The Company's Management announced last friday that due to the increase in the indicators related to COVID19, we return to work from home, except for the places defined as Critical Business, for which the **Works Council** shares the following points:

- Since the beginning of the pandemic, we have had regular meetings of the "Health and Safety Committee", where we work together to preserve the total safety and health of the people in our company. This week we were informed of this decision, with which we fully agree and endorses the commitment to the health of all people as has been the norm throughout the pandemic.
- **Once again we express our recognition for the extraordinary work of all the people of the Medical Service for their commitment throughout the pandemic with all the people who work at HP.** We have seen it from the **Works Council** and many people have also told us.
- We return to a telework situation that we have already known for almost two years, but now with a difference, we have the "Smart Working" Agreement that provides us with monthly compensation and rights that we did not have before.
  - It is important to bear in mind that the Teleworking Law provides that teleworking agreements are in force when the pandemic ends, now this Agreement has been in force since October although we are still in a pandemic situation, this has been possible thanks to the mutual commitment of the Company's Management and the **Works Council** to avoid returning to teleworking in the previous situation.

- **The Works Council recommends that people who go to the office follow the preventive measures that are carried out at the Site**, especially wearing a mask and keeping their distances.
- **The Medical Service tests for COVID-19 all the people who go to work at the office.** We recommend that all people who go to work in person take the tests that the company makes available to us.
- If any employee has any symptoms of COVID-19, they should refrain from attending the office.
- As these past months, the **Works Council** will also be available in person at the Company in case someone requires us.

## Mobile Desk

In the previous Newsletter we reported the need to improve the equipment of the desk, during these weeks we have been in contact with many people who are coming to the office. We have warned that, despite some improvements, many desks remain unprepared, so we share the following points:

- We have continued to have meetings with HR and CREWS to discuss all the situations. CREWS has been reminded again:
  - All tables must have the necessary equipment to work.
  - A list of standard equipment is necessary.
  - Take into account the different kinds of PCs and connections for the cables and dockings that are installed in the tables, as well as the special needs of special equipment in various organizations.
- **VERY IMPORTANT:** In the event that you find any problem with the equipment on your table, you can open a case to CREWS for it to be dissolved [CREWS Help Desk](#).
  - **We ask CREWS not to close the cases without solving them.**
    - In parallel you can report to the **Works Council**, will help to have an overview of the situation.
    - From the **Works Council** we have expressed several times to CREWS our disappointment with the situations that many people are having in their jobs, we will continue working so that this situation is resolved as soon as possible.

## Desk for people with special ergonomic needs.

With the new situation of the mobile desk, some people have approached the **Works Council** because they have ergonomic needs for their work position, we remind you **that people who need a position with a special furniture or configuration due to health needs have this process to evaluating, if necessary, having a fixed site suitable for your situation**, it is very important with the new situation of "mobile" desk:

- 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 desk will be temporary or permanent as indicated by the Medical Service and the Occupational Risk Prevention technicians

## "Smart Working" updates:

### **A. Refund process:**

**All the people who have come to work in our entity as of July can already benefit from the reimbursement of 300 euros for ergonomic equipment.**

If you have any questions about the process, you can contact the **Works Council**.

### **B. Monthly compensation.**

With the payroll for the month of November, all the people who have joined the "Smart Working" received the compensation based on the date of accession:

- ✓ Until October 25th, the months of October, November and December were charged (135 euros).
- ✓ As of October 26th, the months of November and December were charged (90 euros).
- ✓ As of January 2022, 45 euros will be charged each month (except December).

### C. Occupational Risk Assessments:

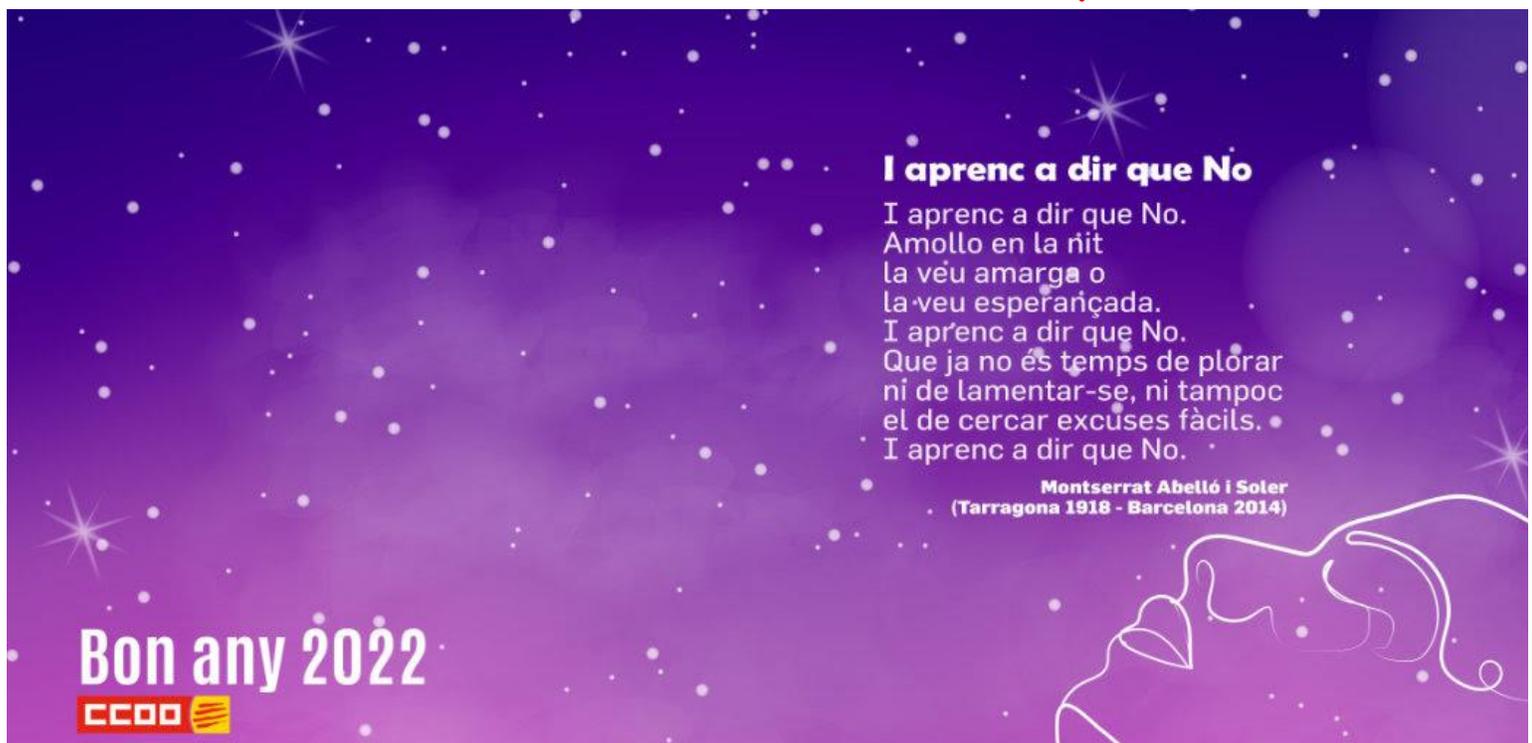
We remember that it is necessary to carry out ergonomic evaluations and the trainings/questionnaires, now we will work a high % of our time at home, so it is very important to have a safe work environment at home just like we have it in the home. office:

- Here you have the link to complete the training: [Working from Home Health and Safety Training](#).
- You can fill in the [Smart Working Health and Safety Questionnaire](#) to provide the necessary data for the risk assessment related to working from home by EHS.
- You will receive from EHS Iberia an individual report with the preventive measures to be implemented from home.

These processes will help you:

- A technician makes the evaluation so that each person has an individual report.
- 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 is necessary, a risk assessment will be carried out in person (always with authorizations and in accordance with applicable regulations).

*The Works Council wishes you a Merry Christmas and a Happy New Year 2022*



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## HP INC Sant Cugat - Entity 70

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