

Works Council 70 HP INC

Sant Cugat



Return to the office

The Company's Management has informed that you can return to the office as of Monday, February 14th. From the **Works Council** we share some important points in this regard:

- ✓ People who joined the "Smart Working" agreement (95% of people with Flex category) have the right to work at home 2 days, the rest of the working days of the week continue the same flexibility as before COVID.
- ✓ The tool to book a place only aims to book a desk in your organization's assigned area, and to avoid having more people than available desks.

We have asked to have the following situations considered:

- The Tech Café service has the number of people according to the employees who go to the office.
- DELIS are open the same hours as before COVID.
- Refrigerators and milk cartons are replenished.

Sports Facilities: The Company's Management has told us that when the COVID values reach a level that gives people complete security, the sports facilities will be available again. We will keep you informed.

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 to all employees who come to the office.

If any employee has any symptoms of COVID-19, they should refrain from attending the office.

BUS UP Service.

We have informed the Company Management to indicate the date on which the BUS UP service will be available, an initiative of the **Works Council** that will facilitate the journey to the work center by bus. As soon as the information is provided, we will notify you.

Mobile desk

We have reminded the Company's Management that all desks must have the correct equipment.

During the pilot from September to December there were problems with the equipment in many desks. Some situations were fixed thanks to the joint work of the Works Council with HR, but we have continued to receive complaints from people regarding this important issue to work in the office with mobile positions.

From the **Works Council** we have reminded CREWS, responsible for the service, of the importance of everyone having a workplace with the correct equipment and with desks according to their ergonomic needs. We hope that, after several months, it has been solved.

- ✓ Each desk must have the necessary equipment to work:
 - A list with the standard equipment is necessary (screens, docking, connections, cables, others).
 - In several departments, special equipment is necessary due to the work profile (two screens, special connection, etc.).
- ✓ Each team must have a work area for its organization.

If you have any problem, contact the **Works Council** immediately.

Desk for people with special ergonomic needs.

For people with health needs that require a workplace with special furniture or a special configuration, please follow this process to evaluate if you need to have a fix desk suitable to 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 your workplace at home and at HP ergonomically reviewed 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.

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