

TELEWORKING CHARTER BELGATECH

Dear employee,

To ensure your security as well as business continuity during this exceptional period, the implementation of teleworking has been approved for each of you.

In regards to this framework, BELGATECH sets out a number of principles of teleworking in detail in this document.

PROJECT'S FOLLOW-UP

In order to monitor the performance of our consultants during this period of teleworking and to ensure the reporting to our customers, we ask you to prepare and edit a TO-DO List as completely as possible and on a daily basis.

This completed document will help you report to your Manager and to the technical responsible at the Client.

HOW TO COMMUNICATE WITH MY MANAGER

Please have regular communications with your Manager : per email, phone, Skype.

You have to remain available and reachable on classical working hours.

SECURITY OF THE INFORMATION

It is essential to ensure the security of the information you process.

If you use professional computer equipment, it should be exclusively used for your professional activity.

If you use personal computer equipment, please make sure that you store your data securely (online cloud server or on an appropriate physical medium).

You must use an, accurate internet connection; public networks must not be used for this purpose.

We recommend you also have a home insurance that covers the computer equipment.

TELEWORKING REGULATIONS

The same risks as those of an office environment may also be present in your home environment (electrical risks, tripping and falling, screen work), please pay attention to this.

Please make sure that you observe the ergonomic rules in the workplace: correct posture and screen position, sufficient lighting, as little background noise as possible and sufficient breaks.

Preventive measures in connection with the Covid-19 virus also apply at home: wash your hands sufficiently, cough and sneeze in the elbow, only leave the house if really necessary.