

Updated version of the guidelines entitled "AGILE WORKING: ALTERNATING ON-SITE WORK AND REMOTE WORK"

Adopted with Resolution no. 12/2021 of the Head of the Human Resources Service.

Effective October 15, 2021

Decree-law No. 127 of September 21, 2021, which imposes the Covid-19 Certification (the so-called Green Pass) requirement to private and public workplaces introduces regulations that required this revision of the Guidelines on alternating on-site work and remote work adopted by the Foundation with Resolution of the Head of the Human Resources Service No. 8/2020, No. 11/2020, No. 6/2021.

This document - Guidelines on "Agile working: alternating on-site work and remote work" - fully replaces the previous Guidelines (including those on non-teleworkable duties) which must therefore be considered no longer in force as of October 15, 2021.

While taking into account the state of emergency and the related regulations, the Foundation - without prejudice to the provisions of these Guidelines - considers experimentations with organizational solutions based on the provisions of the Work Platform for a new reciprocal agreement as signed on July 28, 2020.

Recipients

These Guidelines provide guidance to all the staff of the Foundation including temp-agency staff.

The provisions in place for PAT staff seconded to FBK (telework) remain unchanged.

Alternating on-site work and remote work: scheme

1. The work must be performed at the Foundation's premises for at least **50%** of the working days of the calendar month.

It should be noted that the working week at the Foundation is divided into 5 days (from Monday to Friday) and that the agile working scheme allows for the possibility of partly working both on site and remotely on the same day.

2. Immediate supervisors shall ascertain that the workers respect the minimum in-person attendance requirement, the work carried out by them and the achievement of their assigned objectives. Immediate supervisors may ask workers to be present on specific days due to organizational/production needs.

The Human Resources Service reserves the right to carry out further checks and report any discrepancies with respect to the obligations of diligence and loyalty that weigh on employees and the provisions of the Foundation's code of conduct.

3. Smart working shall not be used to circumvent the Covid-19 Certification requirement.
4. Any requests for exemption from the 50% in-person work requirement (100% telework) will be examined by the Foundation's Human Resources Service together with the immediate supervisor only if made:
 - a) due to professional reasons: off-site long-term stays due to training or work reasons in connection to specific professional development or to their work at the Foundation;
 - b) due to serious health reasons: people with disabilities or people with health conditions certified by the occupational health physician (so-called fragile people);

- c) due to compelling socio-health reasons: documented situations attributable to Covid-19 risk management (quarantine, self-isolation, pending Covid-19 test results, etc.), limited to the strictly necessary time.

Except for those granted for the reasons referred to in letter a), all existing 100% telework scheme authorizations are being revoked effective November 1, 2021, but may be granted in the context of letters b) and c) upon examination of new and justified requests.

5. The use of vacation or other daily leaves (for example: Leave pursuant to Law No. 104/1992, parental leave, sick leave, etc.) shall reduce the total number of working days in the calendar month. For the purposes of calculating 50% of work days, days on which work is carried out while on business travel are considered as worked on site, unless otherwise requested by the person concerned.
6. The Heads of Center, Line, Service, Unit or other organizational structure, whatever their name - without prejudice to safety conditions - are granted full autonomy as far as scheduling their teams' on-site work days, keeping also in mind the needs of the organization. The tool made available by the Foundation is Attendance Planner.
7. For correct attendance management purposes, these employees are required to keep electronically recording attendance with specific codes on a daily basis, as well as to write their daily reports.

Employees (even those with non-teleworkable duties) who already fill out MAP - Timesheets - whose completion methods and times remain unchanged, are exempted from writing the daily Report.

All staff (including Executives and managers) who go to the office to perform their work are invited to swipe their badges once to record attendance for the purposes of calculating the working time percentage to be carried out on site and for safety reasons.

All staff will continue to organize their work according to a plan periodically agreed upon with their immediate supervisor.

The employer shall ensure the regular operation of the Foundation and compliance with health and safety provisions.

For the Foundation, the following are considered non-teleworkable duties:

- a. activities whose execution depend on the use of machines, instruments and/or material present in our premises (laboratories and library);
- b. technical, technological, experimental, research and technical assistance activities that need to be carried out in the laboratories;
- c. activities that require on-site presence most of the time (by way of example but not limited to, warehouse workers, maintenance workers, workmen, technicians, construction site managers, activities that provide for or require contact with users or colleagues, assistance and service activities);
- d. specialist activities that require on-site presence in order to be performed;
- e. all other activities that cannot be performed mainly remotely.

Workers assigned to non-teleworkable tasks - in relation to their actual professional role - can be engaged in tasks that can be performed remotely, and up to the already determined percentage.

Telework days should be scheduled by the worker after discussing them with their immediate supervisors and keeping organizational needs in mind.

Guidelines and Code of conduct

These Guidelines are an integration of the Disciplinary Code.