

TELEWORKING REGULATION

1. Object of the regulation

The aim of the regulation is to define the internal rules applicable in addition to the provisions of legislation and employment contracts relating to work outside of the place where the employees habitually carry out work (the office) (hereinafter: telework) for the Central European Service for Cross-Border Initiatives (hereinafter: Employer).

2. The personal scope of the regulation

The personal scope of the regulation extends to the Employer's teleworking co-workers and, in some cases, to the representatives of the Employer.

3. General provisions

3.1 During the Employer's authorisation of telework, it shall be considered whether the personality, discipline and information security awareness of the Employee and the available information security conditions are suitable for dealing with the risks of telework.

3.2 Carrying out the Employee's tasks in telework may only be maintained until the maintenance or efficiency or the improvement of efficiency can be justified according to the Employer and the following aspects are complied with:

- a) the interests of the organisation shall be prioritised in the new working arrangement as well, the opportunities expected by the organisation that require the personal appearance of the Employee can never be overridden by atypical working hours and the need for telework;
- b) the Employee shall be obliged to be available to the Employer and their co-workers via phone, e-mail or text messages during the teleworking period from 9 am to 5 pm, the additional working contact is voluntary; if the work equipment required for teleworking is not provided by the Employer, the Employee is obliged to provide the Employer with their contact details, as well as to check their e-mail correspondence at least every 30 minutes and respond to e-mails from employers and co-workers as soon as possible;
- c) despite its weekly regularity, the performance of telework shall always be consulted in advance (at least one week in advance) with the leaders and the project leaders of the current tasks concerning the Employee due to the unforeseeable participation at the office or in other meetings (personally) arising from work; if the lack of this participation would hinder the efficiency of the Employee's work, the leaders mentioned above may refuse the claim of the Employee for telework;
- d) the permitted teleworking and other periods of work outside of the working place shall always be accurately indicated (preferably at least one week in advance) in the dynamic Google Calendar used by the organisation;

e) office visits are normally compulsory for everyone on working days on Mondays in order to ensure the continuous weekly workshops.

3.3 When performing telework, unless otherwise specified by the Employer, the Employee shall continuously perform the required tasks and handle the information and data carriers necessary for their work in the usual way at the office workplace. In order to issue a different employer provision, the confidentiality of the processed information, the risk of information leaks and the criticality of the availability of the processed information (data loss) shall be considered.

3.4 Unless otherwise agreed, the Employer's right to give instructions during telework only covers the determination of the tasks to be performed by the Employee.

4. Work equipment used in teleworking

4.1 The work equipment used during telework may be provided by the Employer or it may be the Employee's own device (particularly a computer). For telework, the Employer shall not be obliged to provide the quantity and quality of work equipment used in the office, the equipment may be adapted to the teleworking conditions, but it must be appropriate to carry out the tasks during teleworking.

4.2 The work equipment provided by the Employer is expected to be:

- a) provided with automatically updating virus protection sufficiently fighting against increased security threats;
- b) our softwares must be updated under the supervision of the Employer;
- c) is suitable for accessing, downloading and uploading documents used by the Employee on a server of the office or on Drive.

4.3 The Employee shall be responsible for keeping the work equipment used for telework under their supervision and for ensuring its safety at all times.

4.4 The Employee shall be responsible to pay for any damage that is attributed to the work equipment of the Employer provided to the Employee for teleworking. The amount of deduction will be settled from the Employee's salary next month. If the amount of the deduction is more than 50% of the Employee's salary, the deduction may be made in a maximum of six monthly payments. If the piece of equipment is rendered useless because of the caused damage, the Employee shall be obliged to pay the Employer the book value registered on the day of reporting the damage. If the work equipment can be repaired, the Employee shall reimburse the Employer for the cost of the components and the repair. The Employer shall confirm the amount to be paid with the repair account.

4.5 The Employee shall have own internet connection at the place of telework. It is the responsibility of the Employer to set up and update the router, the firewall, and/or WIFI for Internet use based on the user manual provided by the manufacturer or service provider of the given device, or by changing the factory passwords (standard settings) of the device (if necessary).

4.6 The costs related to the use of the place of telework (e.g. overhead, rent, subscription for Internet) rests on the Employee. The Employer may only deviate from this rule in justified cases.

4.7 In order to reduce the risk of other threats of damage at the place of telework (e.g. break-in and theft), the Employee shall meet the following requirements:

- do not use paper-based confidential documents or data carriers in the course of the work if possible, but if it is necessary, in order to protect them, use a cabinet or drawer that can be locked with a key and to which others do not have a key;
- the building in which telework is performed must comply with the applicable fire and lightning protection rules and standards;
- the electricity supply of the place of telework must be reliable and must provide protection against electric shock;
- work equipment must be located in a place where it is protected from damage or moisture during use or cleaning.

4.8 Before a longer pause of teleworking (e.g. if the Employee is on leave), the work equipment not owned by the employee (e.g. a laptop) shall be delivered by the Employee to the Employer's office if it is requested by the Employer, and when the Employee goes back to work, they shall be taken to continue teleworking.

4.9 Misuse of work equipment provided to the Employee to perform tasks of telework and the breach of data management rules may result in the possibility of ordinary termination.

5. Rules of conduct at the place of teleworking

5.1 The Employee shall be responsible for any information security or property etc. incident caused by people other than the Employee (family members, visitors, etc.).

5.2 The Employee shall treat the performance of telework as confidentially as possible in their wider environment.

5.3 After the completion of teleworking or daily work, the data carriers for internal use and documents shall be stored separately.

5.4 A worn, damaged, unnecessary data carrier (document) shall be eliminated professionally, primarily in the office or at the place of telework.

5.5 If separate, confidential nature of telework cannot be ensured for some reason (e.g. due to a family event), the work shall be discontinued and suspended until the conditions are suitable again.

6. Information, audit

6.1 During the telework, the Employer shall inform the Employee in a timely manner about the audit by the Employer, any restrictions on the work equipment used during the telework,

and about changes affecting the organisational unit to which the work of the Employee is related. The Employer shall be obliged to provide the Employee, performing telework, with all information that the Employer also provides to other Employees.

6.2 In justified cases, the Employer may check whether the Employee is performing their employment liabilities. The intention to audit shall be reported to the Employee by the 3rd working day before the planned audit. If a consent (e.g. consent of the owners) is required to enter the area of the property where the telework is performed, the Employee must acquire that consent no later than the start of the audit.

6.3 During the audit, the Employer shall not look into the data not related to their employment, stored on the work equipment of the Employee used for work. The audit shall not cause a disproportionate constraint on the Employee or on any other person using the property where the work is performed.


7. Final provisions

7.1 In commercially justified cases, the representative of the Employer may depart from the requirements specified in this regulation under their own responsibility. The derogation must be in writing in any case.

7.2 This telework regulation shall be interpreted in accordance with the applicable law and contracts of employment.

7.3 The Employer shall review the telework regulation on an annual basis in order to transfer the necessary changes.

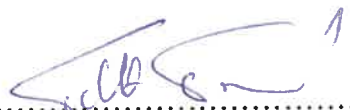
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dr. Tamás Tóth
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