



# Working remotely in EG

**Work does not need to be performed in a specific place to be executed successfully.**

Remote work allows us to work outside our locations and we experience the flexibility this working model offers. We embrace the possibilities that the digital reality offers in order to successfully work outside of our locations. In EG we believe in flexibility and freedom and we trust our employees to work in the best interest of our customers, EG and our team when working remotely. We are happy that we can provide our employees with the right IT-equipment and furniture that support a remote office solution.



Let's go further

## Why remote work?

Remote work offers more individual efficiency and freedom. We will have more time to dispose in life and time will be spent on work related tasks, family and friends instead of transport. Working remotely support different needs and preferences, and less distraction will increase the ability to focus. Attending meetings online is not only flexible for all participants, it also makes the meetings even more efficient and teams working across locations and countries will be able to participate in equal and inclusive collaboration.



## Purpose of the guidelines

The purpose of the guidelines is to enable our employees to work remotely and they are a framework for more flexible working conditions that maximize creativity and efficiency. Moreover, it promotes a fundamental shift away from a traditional concept of working and instead support the agile ways of working in EG. Our goal is to build a culture where we all know how to perform our job in the best interest of our customers, EG and our team.

## Who can work remotely?

Remote work is an option if you in consultation with your manager decide that you can work efficiently from outside the location, while at the same time work in the interest of the customers, EG and the team. It is up to the manager to decide the degree of flexibility in the team, based on the situation and task to be performed. With greater flexibility also comes more responsibility, but we believe that you can ask yourself the question of whether remote work is in everybody's joint interest. All employees with two or more days of remote work per week are entitled

to a remote work solution. Employees with four or five days at a location are entitled to a dedicated/fixed desk at the location.

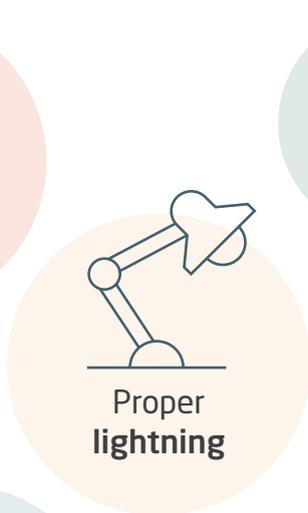
**We want to emphasize that remote work is completely voluntary,** and you are always welcome at our locations. We believe that being physically present is important for new employees, and since we want to give newly onboarded employees the best start in EG, it is important that the manager finds the best solution for presence at the location during the first months.

## EG Locations

In EG we are always focusing on how we can ensure and contribute to a good work environment at our locations. It should always be attractive to work from our locations, whether if it is for collaborating with colleagues, meeting your customers or for working concentrated. Are you working from one of our locations 4-5 days a week you are dedicated a fixed seat. If you are offered a remote work solution, you should be prepared to be a part of flexible seating arrangements, such as sharing a seat, free seating model and/or a team zone solution at the location. We will continually divide our locations into zones, to make sure you are close to your closest colleagues even if you are a part of a free seating setup.



**Your wellbeing is important to EG** and the following should be a part of your remote office:



**IT Equipment:** monitor, docking station, mouse and detachable keyboard



A working table with proper depth

An adjustable/suitable chair

# How do we work remotely in EG?

It may be difficult to navigate the nonexistent boundaries between your personal and professional life when working remotely. We have created a set of guidelines to help you:



## The home office

**To be able to perform our best - at home or at the office - everyone must have a good physical environment available.**

When working remotely our mobile workplace must be in a quiet environment, offer proper lightning and include the right technology and furniture. EG follows the regulations for home offices and provides all who have an agreement of working at home with the right technology, a chair and a table. You need to make sure that you have a proper place to perform your job. Together we have a responsibility in following the guidelines for working from home and in order to ensure that, you will need to fill out a questionnaire prior to establishing a remote office.

## Internet access and systems

Technology enables us to work remotely from home, and in order to secure the best virtual collaboration as possible it is important that you have a satisfactory internet connection and can access all relevant systems from outside the locations. We expect you to perform your work unproblematically and efficiently.



## You are still "going" to work

**When working remotely there are no longer the same physical boundaries between work and non-work.** You are responsible for creating the most optimal work setting, that contributes to creativity and productivity. Whether this means having an office, sitting in the living room or something else, you must separate your personal space from your professional settings in order to make clear to yourself and to others that you are at work.



## Professionalism is key

In EG professionalism is always expected whether you work from our locations or virtually away from the office. When working remotely you must present a professional appearance and follow the same guidelines as those applicable when you work from an EG location. A presentable appearance is key when attending external as well as internal virtual meetings in order to secure the professionalism between colleagues and customers. To ensure professionalism it is advisable to have a neutral background at online meetings, this could be one of EG's official backgrounds. At external meetings everyone should use the EG background settings. Getting dressed properly is another fundamental principle when working remotely, this will help you to distinguish between working at home and home life.

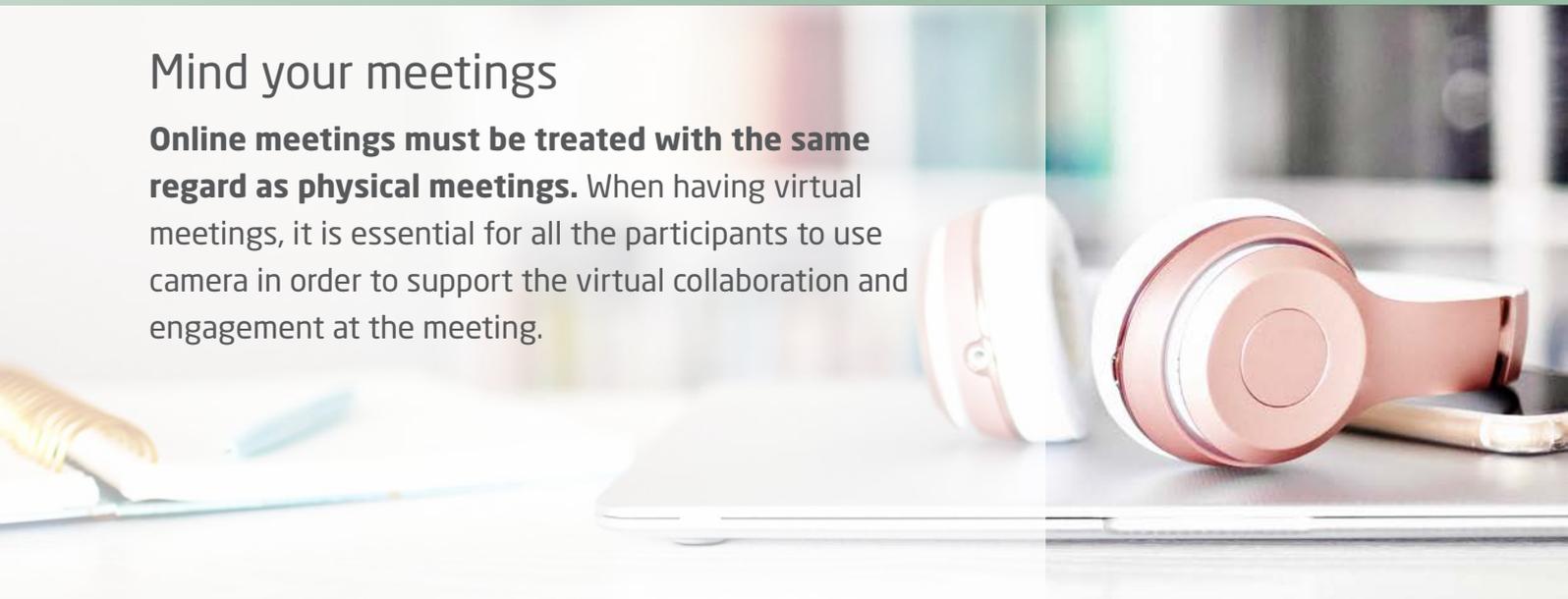
## Visibility and availability

**When working remotely it is easy to become invisible and passive during the workday.** Therefore, it is important to signal to your colleagues that you are online and available for calls, mails and collaborations. Proactive communication is key as you need to be available for both scheduled and unscheduled meetings. Communicate to your colleagues at the beginning of the week which days you will be working remotely so they know where and how to contact you.



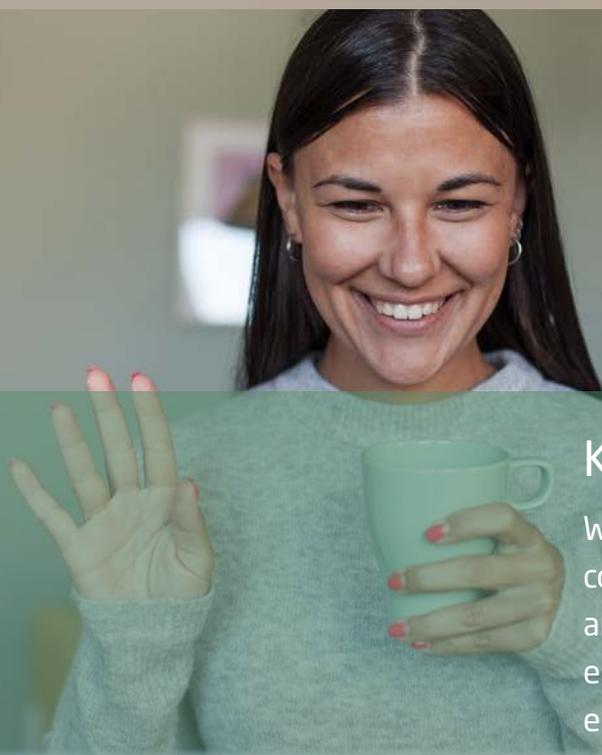
## Mind your meetings

**Online meetings must be treated with the same regard as physical meetings.** When having virtual meetings, it is essential for all the participants to use camera in order to support the virtual collaboration and engagement at the meeting.



## Work hours

**You are expected to work efficiently, to be available and to perform to the same standard as when working from an EG location.** Unless otherwise agreed, working hours are the same as those applicable when you work from an EG location. Remote work should always support the interests of our customers, EG and team and that is why we need to be available in the usual time frame, in order to serve our customers and collaborate with our colleagues.

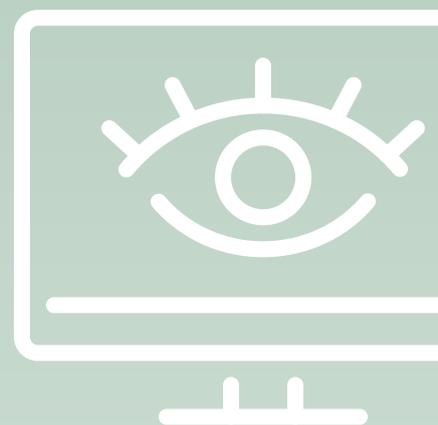


## Knowledge sharing and corporate spirit

We all have a responsibility for ensuring that we continually feel that we are a part of the corporate spirit and that knowledge is shared between us. This can be ensured by having frequent contact with co-workers and engage in virtual collaboration.

## Company guidelines, IT security and GDPR

**When using a computer away from an EG location, the internet connection is secured by Direct Access, encrypting the transmission of data, to and from the computer, as it were attached to a physical EG network.** Even though the IT security is in place, you must pay attention to the physical environment you are working in. It is important that others can't eavesdrop on screen and/or conversations. When working away from EG locations you should comply to internal policies, procedures and guidelines.



# Health and safety

EG has the same responsibility for the employees in terms of the physical as well as the psychological wellbeing when working remotely as we have when working on our locations. The big difference is that it is more difficult for managers and co-workers to check in and be observant of the wellbeing of our colleagues. There is a greater responsibility among all employees, to be alert of the physical and mental work environment when working remotely.

When working remotely you will naturally experience less contact with your colleagues, as you can no longer have the usual casual chats at the coffee machine or in the office. In EG we believe in a combined model, where you are both working from the location, but also working remotely. This model offers the best of both worlds and ensures our social and corporate relationships. When working outside of the locations we want to emphasize that it is important for you to make an extra effort to communicate more, both to have the information you need and to stay connected to your colleagues. To ensure our social capital and to avoid social isolation, do not hesitate to send a message or jump in on a quick call to check in on a project or to talk about your weekend.



**Balancing work and home life can also be challenging when working remotely** and it is important to stick to your usual routines and your usual work hours to avoid unnecessary pressure and stress. This includes taking small breaks and eating your lunch away from the workstation as this will renew your focus.

**Insurance coverage regarding injuries related to work are covered by the already established insurances** within your country, regardless of working from home, from the location or working at a customer. There are different compulsory requirements within each country and the insurance agreements fulfill local compulsory demands. You can find more information about the insurances on the intranet.



Let's go further