

Remote Working Policy Statement

This work-from-home agreement outlines guidelines, responsibilities and rules of employees that work from a different location than our registered office at Ste A, 8 The Green, 19901, Dover USA.

This remote work policy is valid from the date of the agreement until informed otherwise. During this time the employee is approved to work from a remote workplace like their home, and other places of work including a co-working space.

Requirements for productive remote collaboration:

To ensure the quality of work and concentration of the employee is kept at a similar or higher level than in an office, we advise remote employees to:

- Work from a quiet and distraction-free working place
- Have an adequate internet connection and physical workspace
- Adhere to usual break schedules
- Be available for scheduled synchronous and asynchronous communication.

Mandatory and scheduled meetings should be continued to be attended through Google Meet and you should adhere to 1-on-1 sessions to discuss progress and overall sentiment.

Hours of work

While you are working from home, your normal working hours will apply. If you do not think it will be possible to work these hours, please make a flexible working request in accordance with our Flexible Working Policy (see company handbook).

In the event that you need to change your hours of work (e.g. to deal with the potentially conflicting demands of work and looking after children), please discuss any changes you need to your working schedule with your line manager.

Communicating with your line manager

Make sure you keep in regular contact with your line manager and notify them if you are unsure about what you are required to do.

You should consider all lines of communication, including email, telephone and video calls to ensure relationships are maintained and work continues.

Mailing address:
SystemSeed Digital Services LLC
C/ Maria Reina 4
Can Caralleu
Barcelona 08017
Spain

Registered address:
SystemSeed Digital Services LLC
Ste A 8 The Green
19901 Dover DE
USA

Visit: systemseed.com
Call: +34 675 074 059
Email: info@systemseed.com

Equipment and materials

If Systemseed provides any equipment or materials which you may reasonably require when working from home if need be. They will arrange for and cover the costs of installing and removing any such equipment or materials from your home.

Any equipment or materials provided to you by Systemseed will remain our property.

In relation to the equipment or materials provided to you by Systemseed, you must:

1. Use it for work-related purposes only. Equipment and materials the Employer provides to you must not be used by any other member of the family or third party at any time or for any purpose.
2. Take reasonable care of it.
3. Notify the IT department or your line manager of any faults with the equipment or materials.
4. Make it available to the Employer for collection at any time if requested to do so.
5. You shall be responsible for any damage to the equipment or materials which goes beyond ordinary wear and tear.

Expenses

The Employer is not responsible for any costs associated with you working from home, including costs of heating, lighting, electricity, broadband internet charges, telephone calls or printing. If you think an exception needs to be made as a result of your particular role, please discuss this with your line manager, for example where you are having to make work related calls and you do not have a work issued phone.

You will be responsible for any other associated costs of you working from home, including the costs of heating, lighting, electricity and printing.

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Security

You are responsible for ensuring the security of all equipment, documents and information and must take all necessary steps to ensure that confidential information is kept secure at all times.

In particular, you must:

- a. password protect any confidential information held on your home computer;
- b. lock your computer whenever it is left unattended;
- c. store confidential papers securely when they are not in use;
- d. ensure the secure disposal of any confidential papers (e.g. by using a shredder if there is one available);
- e. comply with our Data Protection Policy;
- f. comply with our Communications and Equipment Policy; and
- g. report any data security breaches to your line manager immediately.

Equipment and Security

The employee agrees to only access the open internet through the provided VPN and adhering to existing security and safety rules as defined in our company handbook. Employees must take proper measures to secure Company information, assets and systems. We can also confirm that we are Cyber Essentials Certified.

Health and safety

When working from home, you must take reasonable care of your own health and safety and that of anyone else in the home who is affected by your work while working from home.

You should comply with our Health and Safety Policy and follow all health and safety instructions issued by the Employer's from time to time, including attending any health and safety training.

Liaise with your line manager to make sure that your workstation is appropriate and that you are working in a safe manner.

There are steps you can take to make sure you achieve a comfortable posture while

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working from home on display screen equipment (DSE). Please watch the video from the Health and Safety Executive (HSE) on workstation set-up at www.hse.gov.uk/toolbox/workers/home.htm .

While working with DSE, please also observe these guidelines:

- a. Break up long spells of DSE work with rest breaks (at least five minutes every hour) or changes in activity.
- b. Avoid awkward, static postures by regularly changing your position.
- c. Get up and move around or do stretching exercises.
- d. Avoid eye fatigue by changing focus or blinking from time to time.

Notify your line manager and Freddie Greig - HR if you identify any work-related health and safety concerns or hazards while working from home.

You should follow the usual reporting procedures for any work-related accidents that occur in your home.

For health and safety purposes, the Employer retains the right to inspect and check your home office. The need for such inspections will depend on your specific circumstances, including the nature of your work.

Insurance

You acknowledge and understand that working from home may affect your home and contents insurance.

You should check with your home and contents insurance providers that they have adequate cover for the fact that you work from home and whether any of your own equipment is covered for work use.

Rental or mortgage arrangements

You acknowledge and understand that working from home may affect your mortgage, lease or tenancy agreement.

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You are responsible for checking any applicable mortgage or rental agreement to ensure that you can work from home. If permission is necessary, you must make all necessary arrangements with your bank, mortgage provider or landlord before commencing to work from home.

Signed Off By:



CEO - Anthony Fox-Davies, 2022

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