

Organizing my working life

Work from home

How to apply?

- Fill in the application form accessible via support@schneider
 - Talk to your manager during a formal interview.
 - The response period is max 1 month; after this period, your request will be considered as accepted.
- A refusal must be motivated and be made in consultation with HRBP.
- Acceptance is valid for 1 year and is tacitly renewed.

What are the constraints?

- When working from home, you must remain available during normal working hours.
- The teleworker and the manager must ensure that the daily and weekly maximum working hours and the mandatory rest periods are respected.
- They must respect the time slots to maintain the balance between personal and professional life.

- **The manager can impose the terms and conditions for taking teleworking days.**
- **Update your personal details** in TalentLink to enable emergency services to intervene in the event of an emergency at your teleworking location.
- If an accident occurs at home during teleworking days and during the availability period, it must be reported to the manager as soon as possible in order to be classified as a **work-related accident**.
- **Fill in your address in PayLink** when you declare your telework, if different from your usual address.

Working from home is not authorised from outside France.

Protocol in case of emergency/health problem with teleworker

The person is aware and able to call for help

- Guide him in these steps (SAMU 15) and in parallel ask him his address and his phone number.

The person is unconscious

- Call for help.
- If you don't know the person's address, contact support@schneider or your manager, HPRB to obtain it and guide the rescue teams.

In any case

- Inform the manager of the incident.

