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.

Any refusal must be justified 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.

Manager & employee must respect the agreed working hours 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**.

If your remote work address is different from your usual home address, enter the address in PayLink, while requesting remote work



Remote working (Work from Home) **from abroad is not permitted.**

- It is authorized only within France and in DROM-COM.

Detail conditions of work from home as per status

- Scan the QR code for details

Sedentary

Field sales

Emergency and Health Incident Protocol for remote working employees

The person is aware and able to call for help

- Guide the employee through the following 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, HRBP to obtain it and guide the rescue teams.

In any case

- Inform the manager of the incident.

15 — **SAMU** (Ambulance) URGENT MEDICAL ASSISTANCE

17 — **POLICE**

18 — **Fire brigade**

112 — **EUROPEAN EMERGENCY NUMBER**

114 — **For deaf and hard-of-hearing people**