



Homeworking Policy

Oracle Czech s.r.o.

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1. PURPOSE/SCOPE OF THIS POLICY

This policy specifies the terms and conditions of Homeworking (working from home) for Oracle Czech employees in compliance with the Oracle EMEA Tele-working Code of Practice and applicable legislation. Oracle offers its employees the possibility of working from their homes where the job requirements allow and as further specified below.

This policy applies to all employees of Oracle Czech.

This policy does not cover situations when employees work from other business locations than from home, e.g. customer site.

2. CONDITIONS FOR HOMEWORKING

2.1. Eligibility for Homeworking

To be eligible for Homeworking the employee must meet the following criteria:

1. Service related
 - a. Employee has a permanent employment contract with Oracle Czech.
 - b. Employee has successfully completed their probationary period.
2. Role/Personal
 - a. Work performance – the employee's performance rating should be rated as meeting expectations, exceeding expectations or outstanding.
 - b. The role of the employee can be effectively performed from home.
 - c. The employee is assessed and considered by the company to be personally suited to working from home.
 - d. The homeworking location must be in and remain in the geographical boundaries of the Czech Republic.
3. Legal
 - a. The employee has completed all assigned work health and safety courses. In addition to the standard courses the employee will be requested to attend and complete a special course on Ergonomics.
 - b. The employee has familiarized him/herself with the rules of working with technical equipment (e.g. computer/laptop, monitor).
 - c. The working space at employee's home is suitable for successful work performance. The home work place must meet the mandatory criteria specified in the governmental regulation nr. 361/2007.
 - d. The home work place must be in the form of designated office space, or separate room, guaranteeing no distractions for the working period.
 - e. The employee has completed the required approval process including the Homeworking related Addendum to Employment contract.

2.2. Categories of home-workers

Based on the extent of Homeworking the following categories apply:

1. An Occasional home-worker (Mobile worker) - the extent of Homeworking is 20% to 40% of the employee's working time.
2. Regular home-workers (Tele-worker) – the extent of Homeworking is from 50% to 80% of the employee's working time.
3. Remote worker (exceptional; for more details contact local HR) – the extent of Homeworking is 100% of the employee's working time.

As a Homeworker the type of desk allocated to you in Oracle CZ offices is set out in the Oracle CZ Flex Office Policy.

2.3. Application process for working from home

An employee interested in homeworking shall:

1. Discuss their interest with their direct manager.
2. Familiarize themselves with the Oracle Czech Homeworking Policy.
3. Complete the Self Assessment Questionnaire and attend a meeting with their manager to assess the results.
4. After pre-approval by their direct manager, proceed with the formal approval process as specified in this policy.

2.4. Approval process for Homeworking

Following pre-approval by the employee's direct manager, the employee shall initiate a formal approval process via the online Homeworking Approval Form.

The required approval levels are:

Category of Homeworking	Required Approver		
	Immediate Manager (min M2 level)	M6-level Manager in the employee's hierarchy	Local HR
Mobile home-worker	YES	NO	YES (for legal compliance assessment)
Tele-worker	YES	YES	YES (for legal compliance assessment)
Remote worker	YES	YES	YES

The final step of the approval process is completion of the Addendum to the employee's Employment contract.

The complete Application and Approval processes is set out in Appendix I. of this policy.

2.5. Adjustment to the employment contract / Addendum

Before Homeworking commences, the employee must sign an Addendum to his/her employment contract. Local HR will prepare and provide the Addendum after the employee complies with all the conditions for working from home.

2.6. Termination of working from home

The Homeworking policy, rules and processes are set solely by the employer (Oracle Czech s.r.o) and eligibility to and the status of Homeworker can be changed at any time in accordance with the terms below.

The employee's Addendum to the Employment contract can be terminated by:

- The employer with immediate effect for reasons stated below.
- Either party with 30 calendar days notice for other reasons.
- Mutual agreement.
- Either party immediately during the first 30 days of the Addendum.

The reasons for which Homeworking can be immediately terminated by the employer are:

- The employee is appointed to a new position or the job requirements of the current position have changed.

- The employee does not complete the mandatory Health and Safety courses as set out in this policy or from time to time set out by the employer.
- The performance evaluation of the employee falls.
- The employee is considered by the employer not to be personally suited to homeworking.
- The employee breaches work disciplinary codes of practice.
- The home work place does not meet the required legal parameters.
- The employee is subject to legal or internal disciplinary action.

3. RULES FOR HOMEWORKING

3.1. Employee obligations

Any and all contractual arrangements and legal regulations in respect of the employee's and/or employer's rights and obligation related to the employment contract shall apply fully to Homeworking as per this policy.

The list of employee's obligations includes, but is not limited to:

- Making full use of the arranged working hours and the working aids provided by the employer in order to perform the entrusted working tasks.
- To perform all set tasks in person, at the required quality level and in a timely manner; to work in accordance with his/her strength, knowledge and capabilities.
- To carry out the instructions of his/her superiors or other employees nominated by the employer to act in this capacity and the employer.
- Abide by the principles of co-operation with other employees.
- Attend any internal or external meetings, held in the office or elsewhere as required
- Providing his/her manager with all information related to current open tasks on a regular basis.

3.2. Working hours

3.2.1. General provisions regarding Working hours

An employee working from home (home-worker) must comply with Oracle Czech Working Hours Internal Regulation.

All Oracle Czech internal regulations for holidays, absence and sickness apply fully to the home worker in the same way as if he or she is based in the office (work location).

3.2.2. Working hours for Remote workers

An employee working permanently from home (Remote worker) is, in accordance with section Nr. 317 of Statute nr. 262/2006 Coll., Labor code, not subject to the regulations of schedule of working hours, dead time or work interruptions due to unfavorable climatic conditions and shall not be entitled to receive compensatory wage/premium or compensatory time off in lieu for overtime work or work undertaken on statutory holidays.

3.3. Employee availability

The employee is required to make him or herself available in the office as required and comply with all reporting requirements as set out in the list of obligations above and in accordance with any legitimate directions or instructions issued by the employee's immediate manager or employer.

3.4. Expenses and costs reimbursement

3.4.1. Connection fees

An Employee eligible for Homeworking is entitled to reimbursement of the cost of establishing and using a broadband Internet connection in compliance with Oracle CZ Communications & IT Equipment policy.

Reimbursement will be paid to the employee in accordance with the Oracle Czech Expense reporting guidelines.

3.4.2.Furniture & home office equipment

The equipping of the home office workplace with appropriate and legally required furnishings is the responsibility of the Employee.

An employee is not eligible for reimbursement of obtaining, or using, other incidental home equipment and supplies (e.g. electricity, coffee etc).

3.4.3.Travel expenses/Per Diems

For the purpose of business travel expenses calculation and determination the initial point of departure ("regular work place for travel expenses") shall be either the contractual work location (Prague) or the city/town/village of the home work place of the employee (unless agreed differently in travel approval request).

An Employee's travel to, and from, the home work place and Prague is not considered to be a business trip, but a private trip. As such, the trip is not a subject to reimbursement of travel expenses and is not counted towards working time.

3.5. Insurance

Insurance of the work space for working from home, e.g. it's contents, equipment or third party damage or liabilities, is the voluntary responsibility of the employee. Any potential insurance costs or claims for loss are not directly or indirectly reimbursable by the employer.

3.6. Security

3.6.1.Home-office requirements & equipment

Employees working from home are obliged to treat all equipment provided by Oracle (e.g. laptop, phone) in the same way as if located in the employer's office and in accordance with the employer's or legal regulations. All equipment provided by Oracle Czech (e.g. laptop, phone) shall remain the property of Oracle Czech and must be returned to Oracle Czech's offices upon the termination of employment.

3.6.2.Data protection

While working from home, an employee is fully bound by the obligations and undertakings arising from the employee's contract of employment, Oracle policies, procedures, Proprietary Information Agreement, Code of Conduct and Business Ethics and other employer's or Oracle's regulations regarding data protection and intellectual property rights and any other policies, procedures and legal obligations that may from time to time be brought into force.

An employee working from home is obliged to take all precautions to protect and hold secure and confidential all company proprietary information and any other information that the employee is required to use, hold or store in the course of their duties. This duty of confidentiality also applies to all family members of the employee working from home and all persons staying in the place of employee's place of work or home working office.

Any computer printout must be treated the same way as on screen information and is subject to the same rules of confidentiality. The confidentiality rules also apply to all family members living with the employee in the home place.

Products, documents and records developed or revised while working from home for the employer remain the property of Oracle Corporation. Company owned software must not be duplicated except when formally authorized by the company and the terms and conditions of all software licenses must be complied with at all times.

4. FINAL PROVISIONS

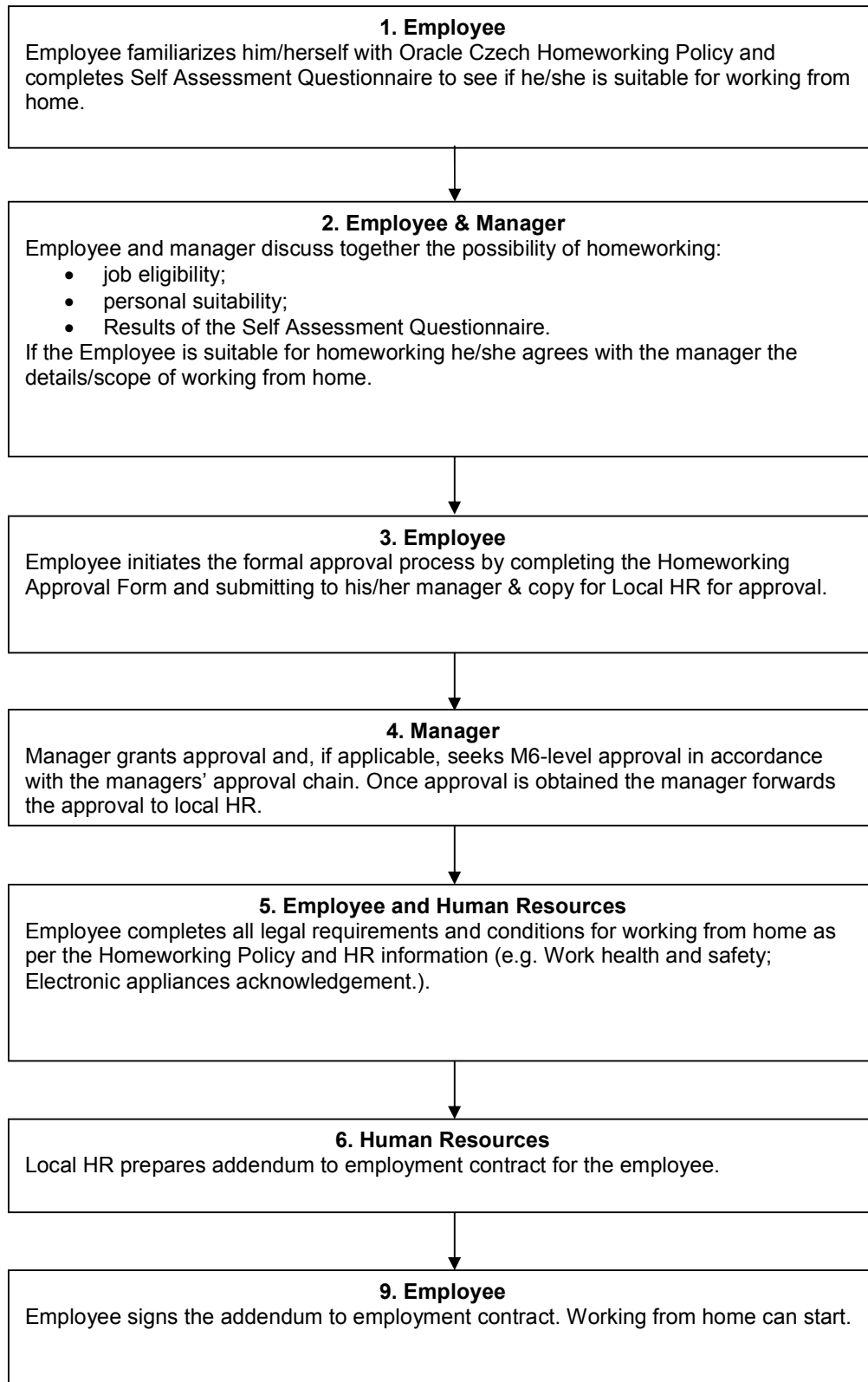
This Policy is issued in accordance with the provision of Section 305 of the Labour Code for an indefinite period. The employer may amend this policy and shall advise the employee of the new wording or where the new wording can be found or viewed including the period of effectiveness, at the latest 15 days after its issue.

This Policy is available to employees in printed form in the legal department of the employer and in electronic form on the company intranet.

APPENDIXES TO WORK FROM HOME POLICY

1. Homeworking Approval Process
2. Employee Self Assessment Questionnaire

APPENDIX 1: Homeworking Approval Process
HOMEWORKING
Oracle Czech



APPENDIX 2: Employee Self Assessment Questionnaire
HOMEWORKING
Oracle Czech

Employee information	
Employee name	<i>e.g. John Doe</i>
Employee ID	<i>e.g. 1234</i>
Date of hire	<i>e.g. 1.6.2006</i>
Current job/position	<i>e.g. Senior Consultant</i>
Manager`s name	<i>e.g. Jack Green</i>
Self Assessment Questionnaire	
This questionnaire is aimed to help you assess whether you are suitable for working from home. This checklist is divided into 4 sections. Please complete all sections and discuss the results with your manager.	
Section I. – Is your working behavior suited for working from home? Are you the right kind of worker?	
1. Do you have strong organizational and time management skills? Are you results oriented? <i>(Will you remain focused on work while at your home office and not be distracted by e.g. TV, housework? Do you manage your time and workload well? Do you find satisfaction in completing tasks on your own?)</i>	Always Usually Sometimes Not Really
2. Are you comfortable working alone? <i>(Will you miss the social interaction at the office on the days when working from home? Can you adjust to the relative isolation of working from home?)</i>	Always Usually Sometimes Not Really
3. Are you disciplined enough to cease work at the normal finishing time? <i>(Do you have the self-control to work neither too much nor too little? Can you set a comfortable and productive pace while working from home)</i>	Always Usually Sometimes Not Really
4. Are you aware of your job and the company`s procedures and policies? <i>(Have you been on the job long enough to know how to do your job in accordance with the company`s procedures and policies? Do you have well established work, communication and social patterns at the office?)</i>	Always Usually Sometimes Not Really
5. Are you an effective communicator and team player? <i>(Do you communicate well with your manager and colleagues? Are you able to express needs objectively and develop solutions?)</i>	Always Usually Sometimes Not Really
Section II. – Do you have the right kind of tasks within your job to be performed from home?	
1. Does your job require low face to face communication requirements or communications that can be handled by phone or e-mail?	YES - NO
2. Does your job have minimal requirements for special equipment? (e.g. special secure connection, scanner, copy machine)	YES - NO
3. Are you able to define tasks with measurable work activities and objectives?	YES - NO
4. Are you able to control and schedule your work flow?	YES - NO
5. Does your job require minimal supervision or coaching?	YES - NO
6. Does your job have minimal requirements for supervising other employees?	YES - NO
Section III. – Do you have the right office space or designated space at home for working?	

1. Do you have a designated space or separate room for working from home where it is easy to concentrate on work?	YES - NO
2. Does your home working space fulfill the minimum legal requirements for home office space? (See governmental regulation nr. 361/2007.)	YES - NO
Section IV. – Are you aware of all company & legal rules and policies for working from home?	
1. Did you familiarize yourself with the Oracle Tele-working Code of Practice?	YES - NO
2. Did you familiarize yourself with the Oracle Czech Homeworking Policy Home?	YES - NO
After completing of this questionnaire discuss the results with your manager to assess whether you are suitable for working from home. The questionnaire shall be stored with your manager and can be reviewed in the future if needed.	
Comments:	