

# NOTICE TO WORKERS ON THE STARTING OF THE SMART WORKING SCHEME

*pursuant to the Prime Minister Decree of March 1, 2020*

**To all Employees  
PAT staff assigned to FBK**

## **Subject: Starting of smart-working**

Due to the emergency measures pursuant to Law Decree No. 6/2020 and the consequent implementing decrees (Prime Minister Decree of March 1, 2020 and subsequent) and in order to contain as much as possible the spread of COVID-19 (so-called Coronavirus), we wish to inform you that, from May 4 until July 31, 2020 you will be performing your duties under the smart working scheme, pursuant to articles 18 and ss. of the law n. 81 of May 22, 2017.

Duties, working hours, daily and weekly rest and, in general, legal, contract, and salary terms remain unchanged.

In particular, as far as working hours are concerned, work must be carried out between 7.30 am and 8.00 pm. We remind you of the obligation to take a 30-minute break after 6 hours of work at the latest. You will agree on interaction with the company, if applicable, with your immediate supervisor. Outside of these hours, you will be considered at rest and will have to disconnect from any work software or tool. Changes to your working time will not give rise to additional compensation or regulatory and/or contractual benefit with respect to your regular working time. We would like to point out that work shall be performed by you from your home or other place in compliance with restrictions and safety in the workplace regulations in force. During the period concerned, the use of the BluTicket card will be permitted.

You will have to identify, plan and share your duties and objectives with your immediate supervisor who will be your contact person should you need any clarifications.

You are obliged to scrupulously follow [the](#) Foundation's Privacy [Protection Policy: you continues to be responsible for the](#) data and information which you become aware of when performing your work and are required to take all appropriate measures in order to protect their confidentiality, security, integrity and correct use, by scrupulously following the instructions provided by FBK and the provisions of current regulation on the protection of personal data. You are required to scrupulously comply with the Foundation's Privacy Regulation: you continue to be responsible for the data and information which come into your possession for the performance of your work and are therefore required to treat them by adopting all appropriate security measures in order to protect its confidentiality, security, integrity and correct use, scrupulously following [the instructions provided by FBK and the provisions of current legislation on the protection of personal data](#).

While working under the "Agile" work scheme, the managerial power of the employer and the constraint of the Worker's duties pursuant to art. 2014 and following of the Civil Code (Diligence, Obedience, Loyalty and Confidentiality) remains unchanged. The disciplinary and oversight power of the employer on the work performed outside the Company premises remains unchanged as well, in compliance with the provisions of article 4 of Act No. 300 of May 20, 1970.

In case of onset of illness/accident while working under the "Agile" scheme, you must immediately communicate it following the usual procedures.

Should the state of emergency be extended beyond July 31, 2020, the Foundation will notify you of any changes.

Please find herewith attached the health and safety information for agile work, pursuant to art. 22, paragraph 1, Law 81/2017.

Best regards,

**Luogo e data**

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The Head of the Human resources

- Alessandro Dalla Torre, J.D. -

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