

Taipei Fubon Commercial Bank Co., Ltd.

Rules on Remote Work from Home

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Effective Date: 2020/4/16

Responsible Unit: Human Resources Department

Version: Version 2

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1. Purpose

These Rules are being established so that employees have clear guidelines to follow when they work remotely from home. °

2. Scope

These Rules apply to employees in domestic departments of Taipei Fubon Bank.

When Bank employees in overseas branches and institutions work remotely from home, these Rules shall also apply. If, however, there are related provisions in laws where overseas employees work, those provisions shall prevail.

Each headquarters can devise its own remote work from home operational guidelines or implementation details under these Rules based on their actual operational needs, but those guidelines or details must at minimum cover changes in work processes, work adjustments, and related controls.

3. People Covered by the Rules and Authorization

Each of the Bank's departments (offices) can designate employees allowed to work remotely from home based on the nature of their responsibilities and shall provide a copy of the list to the Human Resources Department. But under special circumstances or in emergencies, the Human Resources Department can proactively request the Bank's departments (offices) to notify their employees to work from home.

The president of the Bank has the authority to approve remote work from home.

4. Work from Home Activation and Communication

Once an employee is notified by their department to work remotely from home, they shall do so according to these Rules.

During the period when an employee is working from home, their usual residence shall be designated as their office. Employees cannot leave their place of work during working hours unless approved by a supervisor.

Each department (office) shall designate a supervisor to set up an "M+" instant messaging group with employees who are working remotely from home. Employees are also responsible for staying in communication to be able to quickly relay relevant information and communications to the Bank.

Employees should work remotely based on Taipei Fubon Bank's "Remote Working

from Home Guidelines.” Those Guidelines, however, are to be established separately by the Human Resources Department and can be adjusted at any time to give it the flexibility needed to deal with special circumstances or an emergency.

5. Working Hours

Regular working hours: The times employees working remotely from home start and end work should be the same as if they were working at the Bank, unless otherwise authorized by the Human Resources Department and the department (office) manager.

Rest periods: Daily rest periods are to last from noon to 1 p.m. (one hour long in principle), but where work is carried out in shifts or where it is continuous or urgent, rest periods can be rescheduled within the work day with the approval of the department’s manager. Rest time is not to be considered work time.

Extended working hours (overtime): Employees who work remotely from home are to provide their services during regular working hours. The Bank generally rejects applications for unapproved extended working hours. Overtime should be applied for to the employee’s direct supervisor in advance and can be undertaken after approval by a supervisor two levels above the employee. Those who cannot get approval in advance must have their overtime hours approved by a supervisor three levels above them for it to be counted.

6. Work Methods and Deliverables

When employees work remotely from home, their direct supervisor is responsible for the way they work and the results of that work. Each employee’s efforts shall be recorded on the “Remote Work from Home Work Product Form” (Attachment 1) and recorded daily in a “Remote Work from Home Diary” (Attachment 2).

The “Remote Work from Home Work Product Form” and “Remote Work from Home Diary” cited in the previous paragraph shall be turned over to the employee’s department (division) at the end of the employee’s work from home stint and shall be preserved for one year. Where there are special rules related to the preservation of work product information, those rules shall prevail.

7. Applying for Leave

If an employee working remotely from home cannot work for any reason (such as having to take care of a personal matter), the employee must notify a supervisor no later than three days before the day they want to take off. The application should be handled through the “Mobile Office” leave application system.

If a leave application cannot be completed within the time frame described in the paragraph above because of a situation that comes up suddenly, such as an illness or a serious incident, employees shall notify their direct supervisor of their need to take time off when it arises and then complete the leave application process afterwards.

8. Attendance Reporting

Employees working from home shall record and report their attendance status on a daily basis according to Bank procedures (attendance records should be kept to the minute), and their head office shall compile the information every month and report it to the Human Resources Department before the fifth day of the following month.

The Human Resources Department can randomly check on an employee's work from home situation at any time and then record its findings on the "Remote Work from Home Spot Check Form" (Attachment 3).

Employees who do not cooperate in providing proof of working at home can be considered absent (without reason) and disciplined based on related rules.

9. Confidentiality Obligations and Information Security

Employees who work remotely from home have an obligation to keep the content of their work confidential. For work that poses information security risks, it cannot violate the Bank's information security mandates, regardless of how the work has been configured.

When employees working remotely from home use electronic devices that have not been issued by the Bank to do their jobs, they must sign a "Device Usage Agreement" (Attachment 4) and cooperate with the Bank in adopting related control measures. If a problem or dispute arises over the use of non-Bank electronic equipment on the job (including but not limited to files being damaged or hit with a virus), the employee shall provide the electronic equipment involved in the dispute for the Bank to check.

The "Device Usage Agreement" cited in the previous paragraph shall be stored by the department (office) of the employee who is working from home.

10. Accountability for Occupational Incident

Employees who work remotely from home shall pay attention to the safety of their work space. If they are injured while working, the injury will not be deemed an occupational accident unless the reason for the injury can be attributable to the Bank.

11. Termination of Work from Home Status

The Bank can terminate remote work from home situations at any time depending on the needs of the business, and employees shall go to work at the location specified by the Bank without objection.

12. Special Situations

Employees working remotely from home during a “severe pneumonia with novel pathogens” epidemic are prohibited from entering a Bank office or having contact with any other employee unless approved by the Human Resources Department to prevent the spread of the infection.

13. Additional Provisions

- (1) The Bank can revise these Rules at any time if necessary, and employees working remotely from home must comply with the latest provisions.
- (2) Other matters not covered in the Rules shall be handled in accordance with the Bank’s work rules and policies and Fubon Financial Holdings’ “Attendance Management Rules.”

14. Implementation and Revisions

The Rules will take effect on the day they are announced by the Human Resources Department after being approved by the Bank’s president. The same is true for revisions. If, however, a revision involves the change of a name within the Bank’s organization, the change of a job title, or a change in the name of a related norm cited in the Rules, the head of the Human Resources Department is authorized to approve it before it is announced and implemented.

The head of the Human Resources Department is authorized to approve and announce the attachments used in these Rules.

Table: Record of Changes

Version	Date Approved	Approval Level	Notes
01	2020/3/12	President	Approved the Rules
02	2020/4/15	President	Changed a name and revised some provisions

Attachment 2: Remote Work from Home Diary

Date: (Y) (M) (D)

Unit: (Headquarters, department, section)		Name	Employee ID
Work Done Today			
Tasks		Progress Made	
Work Assigned on Short Notice			
Tasks		Progress Made	
Signed	Department (Office) Supervisor	Unit Manager	Employee

Attachment 3: Remote Work from Home Spot Check Form
(Human Resources Department)

Date of Check	Time of Check	WFH Employee	Employee at Home Working?	Notes
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Unit Manager: _____

Spot Check Person: _____

Attachment 4: Device Usage Agreement

Because of the needs of working remotely from home, I (hereinafter the “undersigned”) agree to the following provisions:

1. During the remote work from home period, the undersigned agrees to make available the following mobile devices owned or legally authorized for use by the undersigned for remote work from home authentication:

Device name: _____ , Device ID No.: _____

If any change is made to the list of devices above, the undersigned shall immediately file an application for the change.

2. During the remote work from home period, the undersigned agrees to install in the devices mentioned above all programs required by the Bank, including but not limited to authentication apps. The undersigned agrees that after the above-mentioned programs have been installed, all Bank information in the device can be read, collected and deleted remotely.
3. If a problem or dispute arises because of an above-mentioned device used by the undersigned while working remotely from home, the undersigned agrees to provide the device to the Bank for a check and also agrees to store the device for at least one year after the work from home period ends in case further checks are required.
4. When the undersigned uses an above-mentioned device while working remotely from home, the undersigned is still responsible for keeping work information confidential and shall not violate the Bank’s information security requirements.

Taipei Fubon Commercial Bank Co., Ltd.

Employee: (Signature)

Employee ID:

Work Unit:

Republic of China (Y) (M) (D)