	POLICY ON FLEXIBLE WORK ARRANGEMENT (FWA) DUE TO COMMUNITY QUARANTINE	NATCCO MBAI-HR-01-20	
		Revision Code: 0	Page 1 of 5
Policy Area: HUMAN RESOURCES		Effective Date: October 2, 2020	

1. INTRODUCTION




The country has been going through a national health crisis due to COVID-19 Pandemic and the immediate solution to prevent the transmission of this virus is through physical distancing and other health protocols. In this regard the Inter-Agency Task Force through the Department of Labor and Employment (DOLE) issued Labor Advisory 09-2020, "Guidelines on the Implementation of Flexible Work Arrangements as Remedial Measure Due to the Ongoing Outbreak of Coronavirus Disease 2019 (COVID-19)", defining the different flexible work arrangements which may be adopted by employers, to wit: *1) Reduction of Workhours and/or Workdays; 2) Rotation of Workers; 3) Forced Leave*


In Labor Advisory 11-2020 Supplemental Guidelines Relative to the Remedial Measures in View of the Ongoing Outbreak of Coronavirus Disease 2019 (COVID-19), DOLE included telecommuting, to wit: *1. As better alternatives to outright termination of the services of the employees or the total closure of the establishments, flexible work arrangements referred to under the Labor Advisory No. 09, Series of 2020, including, but not limited to, other work arrangements, such as telecommuting, work from home, reduction of workdays/hours, rotation of workers and forced leaves, are hereby reiterated and highly encouraged in establishments that continue to operate.*

Additional reference for this policy is the DOLE Department Order 202, Series of 2019, Implementing Rules and Regulations of Republic Act No. 11165 Otherwise Known as the "Telecommuting Act".

2. POLICY STATEMENT

It is hereby declared a policy of NATCCO MBAI to adapt the appropriate Flexible Work Arrangements to support the government's initiative to stem the transmission of the virus, to secure the safety of the officers and staff, while ensuring the desired work output.

Prepared by:  MINERVA G. TEJADA President Date: 10/02/2020	Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Policy Review Committee Chairperson Date: 10/02/2020	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 10/02/2020
---	--	---

	POLICY ON FLEXIBLE WORK ARRANGEMENT (FWA) DUE TO COMMUNITY QUARANTINE	NATCCO MBAI-HR-01-20	
		Revision Code: 0	Page 2 of 5
Policy Area: HUMAN RESOURCES		Effective Date: October 2, 2020	

3. APPLICABILITY

This policy applies to all current employees of NATCCO MBAI, regardless of job status, whose primary work location is the Quezon City office.




4. DEFINITION OF TERMS


- 4.1 **Flexible Work Arrangements** refers to the alternative work arrangements or schedules other than the traditional or standard workhours, workdays and workweeks.
- 4.2 **Telecommuting** refers to a work arrangement that allows an employee in the private sector to work from an alternative workplace with the use of telecommunication and/or computer technologies.
- 4.3 **Work From Home (WFH)** refers to work arrangement where the employees are stationed at their home instead of the office.
- 4.4 **Reduction of Workhours and/or Workdays** refers to the one where normal workhours or workdays per week are reduced.
- 4.5 **Rotation of Workers** refers to one where employees are rotated or alternately provided work within the week.
- 4.6 **Forced Leave** refers to one where employees are regulated to go on leave for several days or weeks utilizing their leave credits, if there are any.
- 4.7 **Inter Agency Task Force (IATF) on Emerging Infectious Diseases** is a task force organized by the executive of the Philippine government to respond to affairs concerning emerging infectious diseases in the Philippines

5. PROCEDURES

5.1. Work From Home (WFH)

- 5.1.1 All NMBAI employees are placed on WFH status until December 31, 2020, unless otherwise recalled or extended.

Prepared by:  MINERVA G. TEJADA President Date: 10/02/2020	Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Policy Review Committee Chairperson Date: 10/02/2020	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 10/02/2020
---	--	---

	POLICY ON FLEXIBLE WORK ARRANGEMENT (FWA) DUE TO COMMUNITY QUARANTINE	NATCCO MBAI-HR-01-20	
		Revision Code: 0	Page 3 of 5
Policy Area: HUMAN RESOURCES		Effective Date: October 2, 2020	

5.1.2 Some employees may be allowed to report to office during conduct of audit or regulatory visit when presentation of office document may be required. Concern employees are expected to strictly comply with health safety protocols.

5.1.3 Attendance and Work outputs

5.1.3.1 Office workhours is from 9:00AM to 6:00PM, Mondays thru Fridays, except holidays, with lunch break at 12:00PM to 1:00PM. Time-in and time-out will be done through official Messenger Group Chat.

5.1.3.2 To start the daily work together, all staff are required to attend and participate in the opening activity.

5.1.3.3 Using the URL below, all employees are required to indicate in the work output spreadsheet all activities done for the day.




<https://docs.google.com/spreadsheets/d/1wf8f-rj9UGXpeq8Fne2i0RKYjMbxU1MoElg5Yo4C3Lo/edit?ts=5e82ae0e#gid=1491082260>


Regular reports will be submitted on the agreed schedule and turn-around time.

5.1.4 FWA Logistics

5.1.4.1 All employees will be provided with required office equipment and supplies to support their entire work requirements. These include:

- Desktop
- Laptop
- Pocket wifi
- Printer

Prepared by:  MINERVA G. TEJADA President Date: 10/02/2020	Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Policy Review Committee Chairperson Date: 10/02/2020	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 10/02/2020
---	--	---

	POLICY ON FLEXIBLE WORK ARRANGEMENT (FWA) DUE TO COMMUNITY QUARANTINE	NATCCO MBAI-HR-01-20	
		Revision Code: 0	Page 4 of 5
Policy Area: HUMAN RESOURCES		Effective Date: October 2, 2020	

Employees are expected to take care of these NATCCO MBAI properties.

5.1.4.2 NATCCO MBAI will provide allowance to the employees to cover additional data and electricity expenses, as approved by the Board of Trustees.




5.1.4.3 To ensure effective and efficient WFH arrangements, employees are required to comply with the following:


- Choose a quiet and distraction-free work space.
- Have an internet connection that is acceptable for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules

5.1.5 Employee Compliance with other applicable office policies

5.1.5.1 Data Privacy – as provided in the Confidentiality and Non-disclosure Agreement”, Item #3, which all employees are required to observe and comply, **“Obligations of EMPLOYEE. EMPLOYEE shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the EMPLOYER. EMPLOYEE shall carefully restrict access to Confidential Information to co-employees, contractors and third parties as is reasonably required. EMPLOYEE shall not, without prior Approval of EMPLOYER, use for his/her own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of EMPLOYER, any Confidential Information. EMPLOYEE shall return to EMPLOYER any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately upon request of EMPLOYER”.**

5.1.5.2 NATCCO MBAI Code of Conduct – even with the WFH arrangement, all employees are expected to observe and fully comply to the provisions of the NATCCO MBAI Code of Conduct.

Prepared by:  MINERVA G. TEJADA President Date: 10/02/2020	Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Policy Review Committee Chairperson Date: 10/02/2020	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 10/02/2020
---	--	---

	POLICY ON FLEXIBLE WORK ARRANGEMENT (FWA) DUE TO COMMUNITY QUARANTINE	NATCCO MBAI-HR-01-20	
		Revision Code: 0	Page 5 of 5
Policy Area: HUMAN RESOURCES		Effective Date: October 2, 2020	

6. Separability Clause




If any provision or part of this policy is declared invalid, the remaining parts or provisions not affected shall remain in full force and effect.

7. Amendments

This Policy may be amended or modified only by a written instrument, executed by the President, reviewed by the Policy Review Committee and approved by the Board of Trustees.

8. Date of Effectivity

This policy shall take effect fifteen (15) working days from the date of approval of the Board of Trustees, to allow proper dissemination to all concern.

Prepared by:  MINERVA G. TEJADA President Date: 10/02/2020	Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Policy Review Committee Chairperson Date: 10/02/2020	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 10/02/2020
---	--	---