# Workstation Arrangement Policy

## PURPOSE

The purpose of this policy is to ensure the arrangement of all workstations are in-line with the contents of this document. The importance of this policy is to maintain a formal documentation of a seat plan for all employees.

### 2. POLICY

2.1 There will only be one seat plan file of all workstations inside MCVO premises. This file must be updated to any changes made especially for those who will work onsite, who will remotely use the company's computer and those who will have a hybrid setup due to the current state of the company, city or country.

2.2 All Managers, Leads, and IT personnel must inform the management of any changes in the seat plan such as: (a) the name of the employee who will use the station, (b) equipment that will be removed/added/changed/dispatched and (c) the work set up of the employee if they will be working on site or remotely.

2.3 The management is responsible for overseeing the arrangement of the workstations. There should be no entanglement/overlap of employees' schedules who are using the same station to avoid any lapses of employee's working hours.

2.4 Liability forms must be given to all employees as part of the onboarding process where it states that employees will be responsible for all equipment and items that are placed on their stations and shall follow the Workstation Arrangement policy.

2.5 All employees must have a signed liability form before they occupy any workstation at MCVO. Any changes with employees' seat plan must also have a new liability form to sign.

2.6 Employees who were working from home and have plans working onsite or a hybrid schedule must inform their respective leads to check with the management if their request is possible. They will need to notify their leads 3 to 4 days ahead of time before they will work onsite.

2.7 Any immediate request of working onsite must be sent 2 to 8 hours ahead of time in order to check if the request is possible and to provide liability forms for the requestee.

2.8 Employees that worked onsite and decided to work from home, may it be temporary or permanent, must inform the HR team and the management 3 to 4 days ahead of time. Any immediate

request must be sent at least 4 hours ahead of time in order to update the liability form that was given to them.

2.9 Each workstation must have a nameplate of employees who will use the area. This will help identify who is using the station. The nameplate must also be updated and for any changes, they will need to notify the management.

2.10 Employees are responsible for taking care of the cubicle nameplate. They must ensure that the nameplate is properly placed in their workstation where anyone can immediately see their name and avoid any mishaps such as breaking the item.

2.11 Changes made to the workstation such as exchanging equipment and items without proper endorsement to the management will be subjected to appropriate disciplinary procedures.

2.12 The management will have a monthly assessment to all workstations in order to ensure all recorded information in the 'Seat Arrangement Plan' file are similar to the inside of MCVO premises.

**5. RESPONSIBILITIES**

All MCVO employees and affiliates are responsible for ensuring adherence to the requirements in this Policy.

**VIOLATIONS**

Employees in violation of this policy will be subject to appropriate disciplinary procedures. Equipment and items that are damaged will be subjected for inspection and may be deducted from the payroll of the employee once action is proven to be intended.