



TietoEVRY pandemic guide



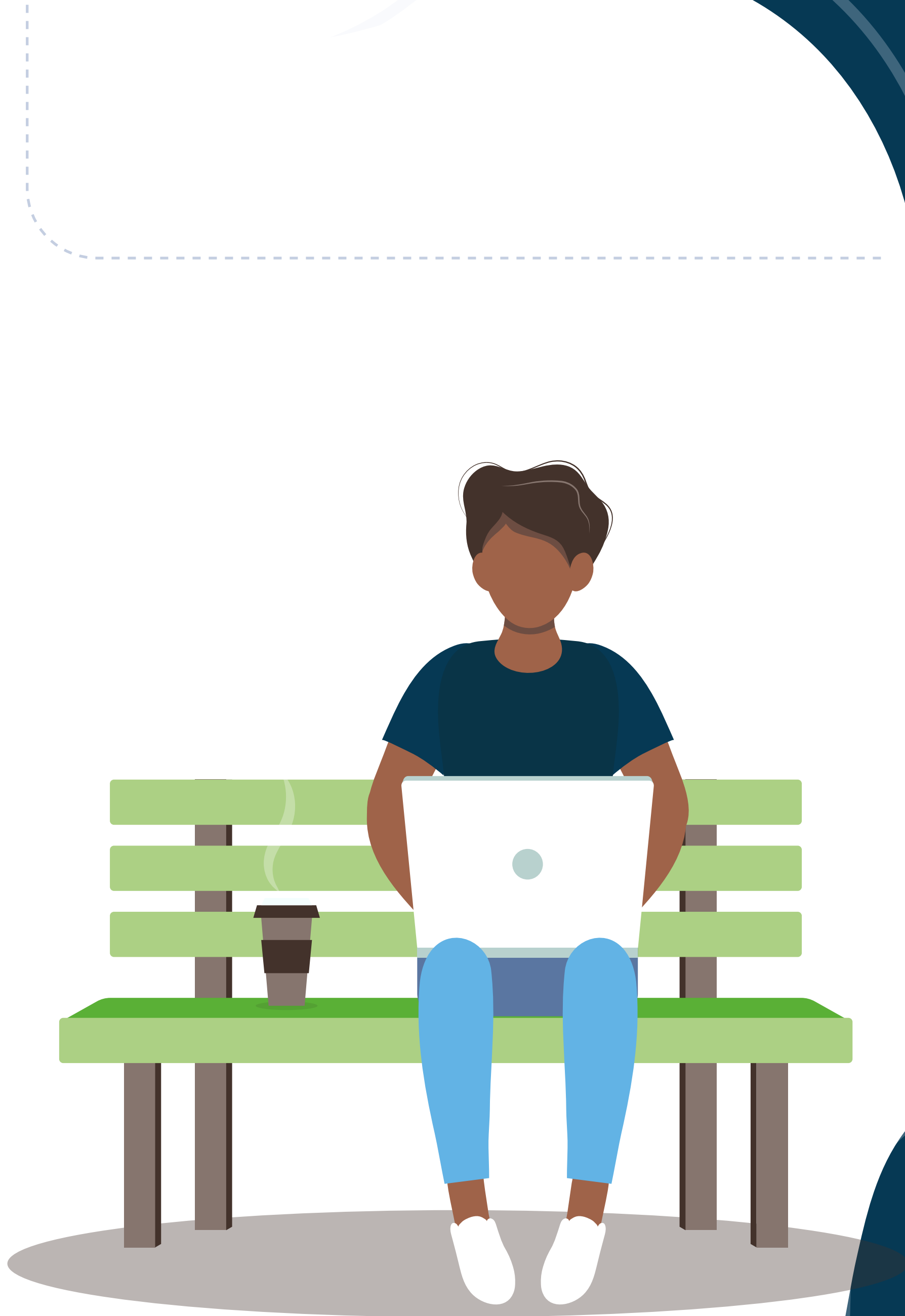
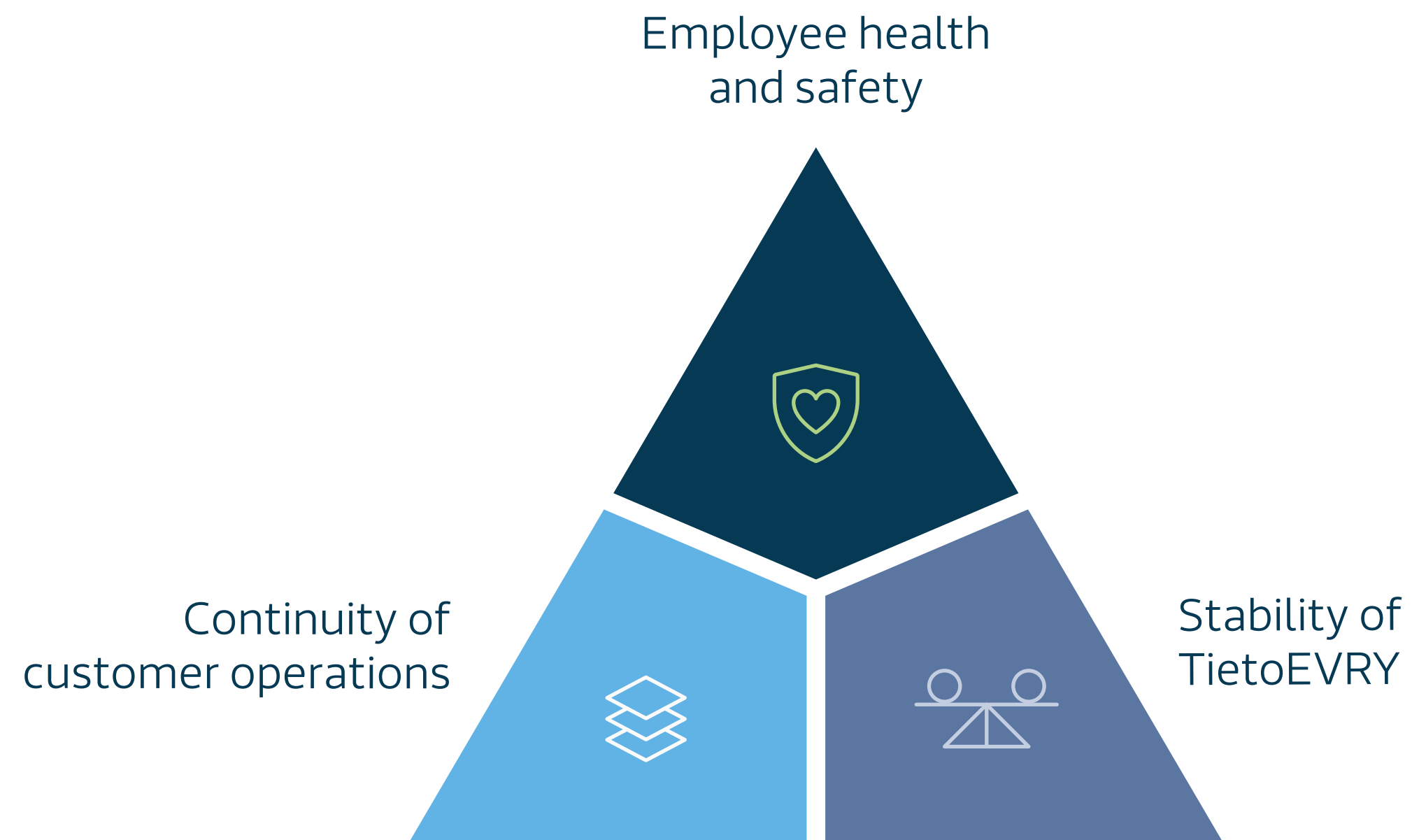


Table of content

1	TietoEVRY general principles	03
1.1	More flexibility – more responsibility	
2	Working remotely	04
2.1	Workplace wellbeing a home	
2.2	Security	
3	Safe return to the offices	07
3.1	Working safely at the office	
3.2	Extra cleaning measures and personal hygiene	
3.3	Before entering the office	
3.4	At the office	
3.5	Leaving the office	
4	Visitors, guests and events	13
4.1	Visiting and/or working in customer premises	
5	Travel	15

TietoEVERY general principles



- Flexible working hours
- Work-life balance
- Innovation, sharing and learning
- Long term sustainability
- Socializing team spirit
- Security requirements – customer, audits and certificates.
- Compliance with the local authority or government requirements related to our business and sites.

Working remotely during the pandemic

Most of us have been working full time from home during the pandemic, and many of us will still continue to do so for a longer period of time. Read the blog of nine practical tips for digital collaboration and remote work.

<https://www.tietoevry.com/en/blog/2020/03/9-practical-tips-for-digital-collaboration/>

Always remember to maintain the required confidentiality of company and customer information, when working from home and remotely.

Use the given advices and support - check the internal channels for more info.



Five tips for workplace wellbeing at home by Smart Break

1. Organize your workstation in a defined area at home, so that there's a clear line between the working and non-working zones. Avoid working in the kitchen or in the bedroom.
2. Choose a work area where you can occasionally sit with your back and arms supported. Be mindful of how you hold your neck while working. A constant forward-leaning position increases the risks of future spinal and neck problems.
3. Make yourself a permanent workstation where the above-mentioned criteria are met.
4. Remember to take breaks! Avoid sitting for longer than 45 minutes at once.
5. Give your body the chance to move during the breaks. Teleworking provides you the possibility to go out and get some fresh air — take that chance!



Security requirements and responsibilities for all of us

You: The Human Firewall

Respect Customer Requirements

Use Common Sense

- We trust you to mind the security also when working remotely.
- All existing TietoEVERY security policies and rules are in effect.
- Please ensure you are aware of all customer specific requirements through your manager or the customer team.
- Protect the information. Secure your workspace, be mindful of who might be listening.
- Remember to only use your company provided devices, tools and services. Don't let others use them.
- Beware malicious emails, calls and scams. Report all incidents.

Induction to the safe return to the offices

TietoEVERY is doing everything to ensure our workspaces are prepared for the new conditions. And when the situation allow it: we will ensure a safe return to the office for all our colleagues. Our facility teams have been revising cleaning regimes and cleaning frequency is increased globally. You may find detailed instructions set out in our premises regarding cleaning including:

- Disinfecting/using shared workstations/items.
- Hours you cannot enter the office due cleaning.
- Dishwashing and using waste bins.

We are making our offices safe together. Do not visit the office if you or any members of your family are sick. In the case you have travelled, obey quarantine times set.

By following the guidelines we can all feel safe at office. Please check the following guidelines carefully and commit to do your part!



Working safely at the office

Safe circulation



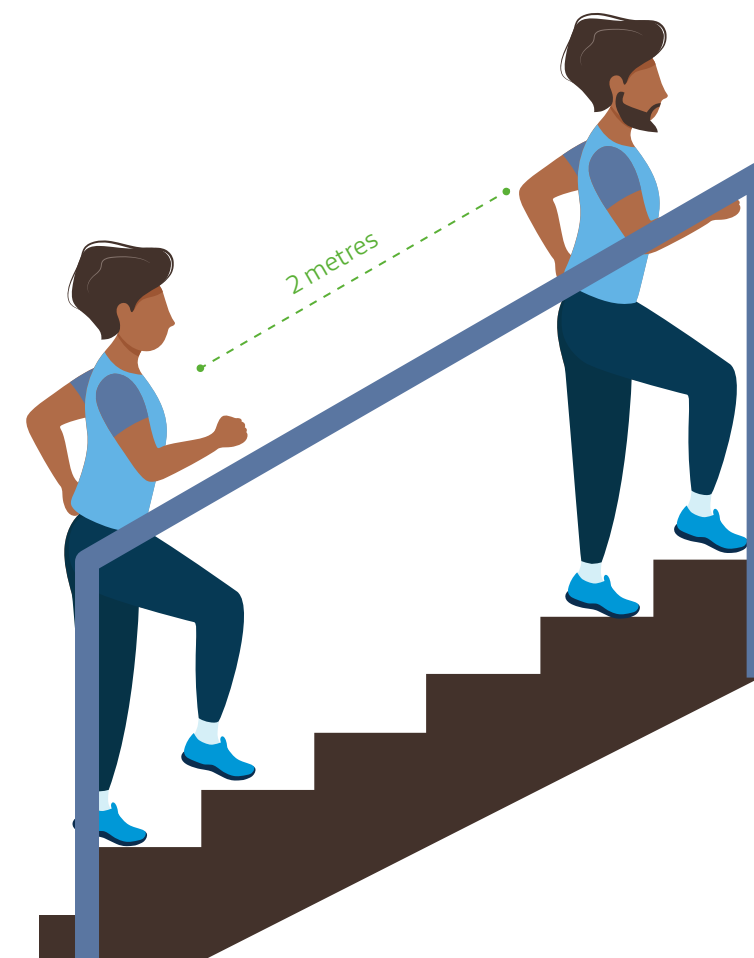
Then



Now



Public

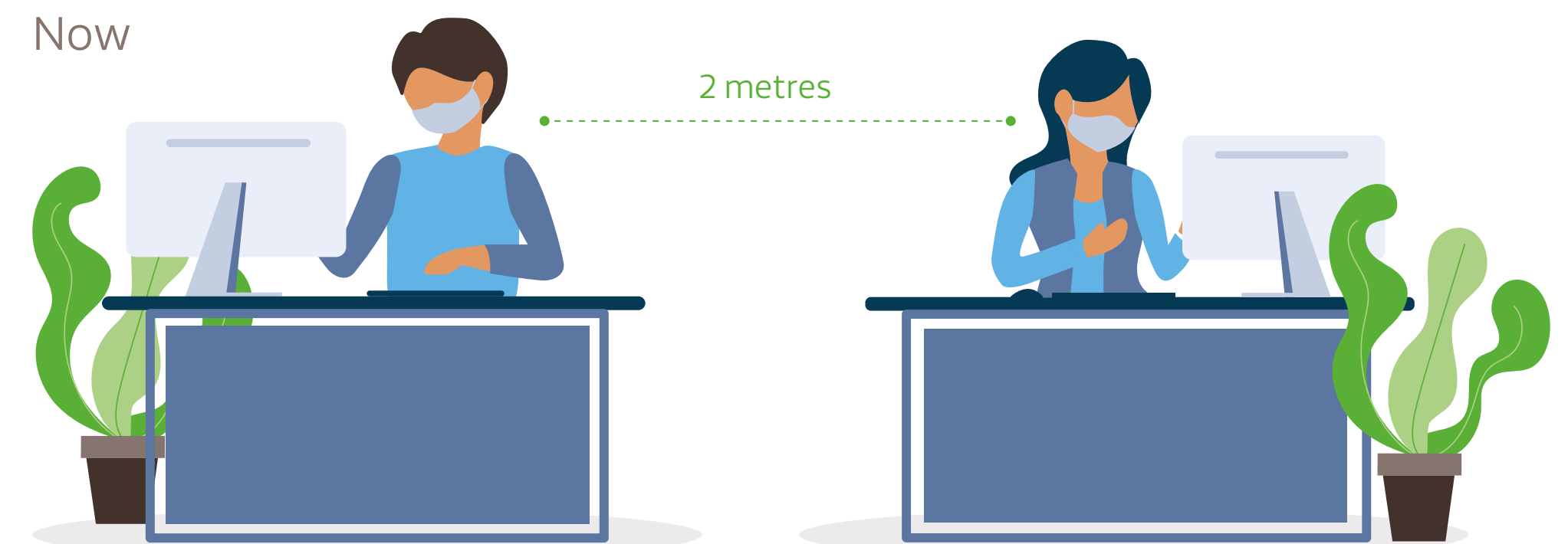


Safe Workstations

Then



Now



Wear masks according to the local authorities' instructions.

Extra cleaning measures and personal hygiene

- Extra measures to ensure cleanliness are taking place in all our offices to keep the premises safe for our employees.
- Wash your hands frequently with an alcohol-based hand rub or soap and water. Hand sanitizers are available in all premises.
- Practise good coughing and sneezing etiquette, cough or sneeze using the bend of your elbow or a tissue and away from other people. Dispose tissue immediately after use.
- Where instructed locally, remember to wear a mask.



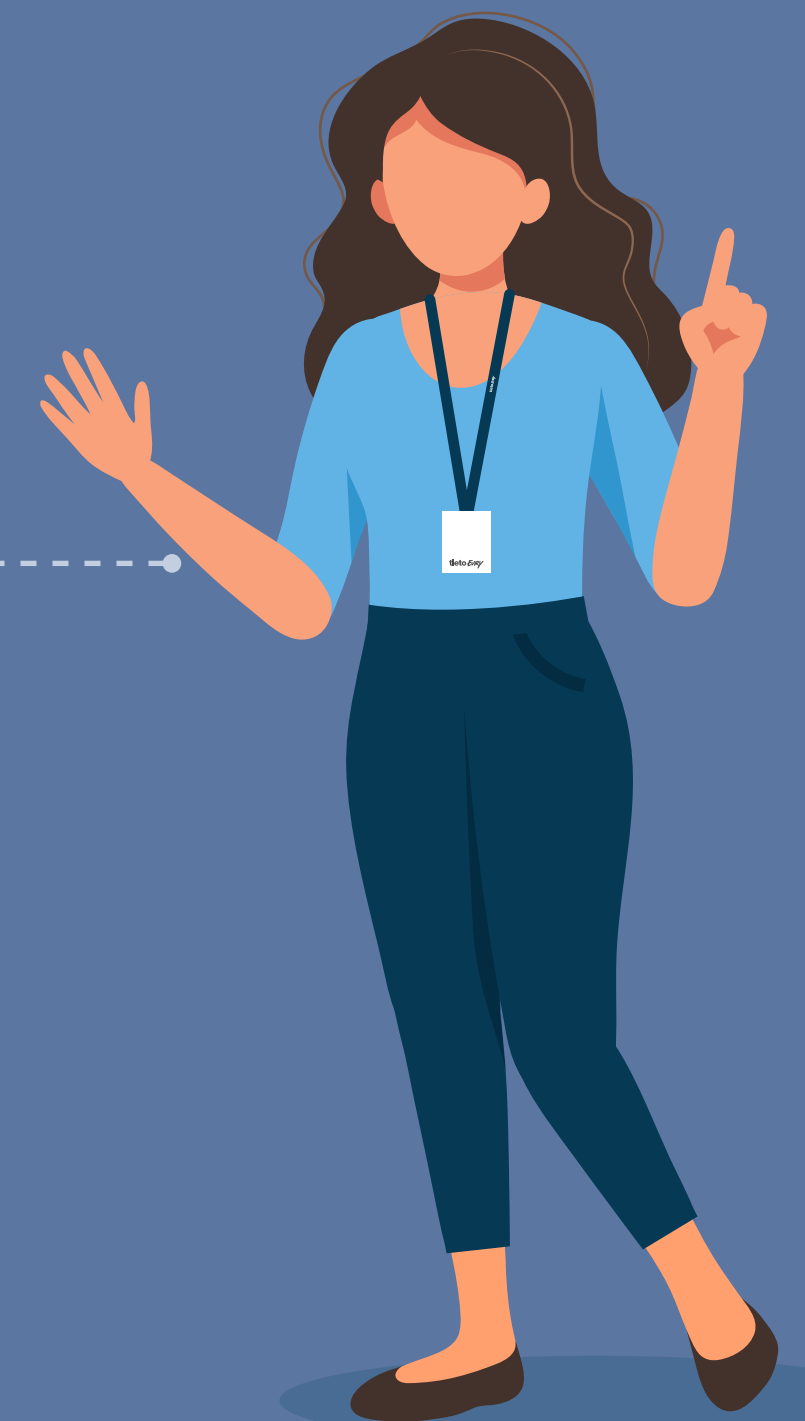
Before entering the office

- Only come to the office if you feel perfectly well. In case you have even a low-grade fever or mild symptoms, you should stay home/work from home. Inform your manager about the situation.
- Stay home also if your family members feel sick, are waiting for the COVID-19 test result or are set to be in quarantine.
- Follow local recommendations about commuting to the office.
- Avoid crowded areas and ensure minimum contact with people, surfaces and objects during your travel.
- Follow possible quarantine measures if you have been travelling or you live in the area where the virus is spreading.
- Follow given site instructions. Some offices e.g. require "pre-signing" before entering there or there might be maximum capacities set per floor or room.

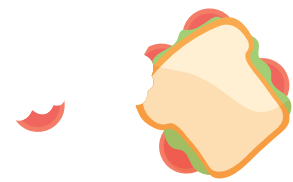


At the office

- Practice physical distancing and avoid hand shaking. Keep distance (2 meters or as instructed locally) between you and other people.
- Keep your workspace and objects (e.g. keyboard, mouse) clean and hygienic. Follow increased hygienic standards. Practise clean desk policy.
- In some offices we have apps and/or paper signs that that will help you to find a desk that is clean. Please, utilize those.
- Wash hands regularly and thoroughly (minimum 20 seconds). Follow the instructions on personal hygiene on page 9.
- Consider using stairs instead of lifts. (Physical distancing is easier in the stairs.)
- If you get ill in the office or you suspect that you may have the coronavirus, please contact your local healthcare provider and leave the office as instructed locally. Remember also to inform your manager about the situation.
- Wear a mask according to the local instructions.



Leaving the office



Leave your work area clean after use, do not leave food or dishes on tables.



If you are using the shared keyboard, mouse and other tools, we advise you to clean the equipment with disinfection wipes before you start working. After you finish your work, please follow the local cleaning instructions.



Follow the local guidelines regarding leaving notes on desks for cleaning.



Visitors, guests and events

- TietoEVERY currently restricts external visitors to any TietoEVERY locations as a part of ensuring business continuity and avoiding unnecessary infection risks.
- Instead of face-to-face meetings we highly support virtual meetings when ever possible.
- TietoEVERY employees visiting other domestic TietoEVERY offices, please follow the local guidance.
- Organizing an event in TietoEVERY premises is not currently supported. Instead we encourage arranging digital meetings and events.
- Always think twice before attending an external event. Is it secure to attend the event? Can the physical distance be maintained? Follow the local instructions carefully.



Visiting and/or working in customer premises

- Follow the local guidance and familiarise yourself with customer's instructions.
- Is it necessary to visit the customer premises? Evaluate if the task can be completed remotely while ensuring business continuity.
- Always discuss with your customer and/or your manager to evaluate possible risks in changing circumstances.



Business traveling

It is important to note that strong travel restrictions are still valid. While some countries have started to open their borders for travel, we in TietoEVERY continue to **avoid international business travelling until further notice**.

Domestic travel: Business travelling within a country is allowed including commuting to office where necessary and there are no government restrictions advising against it. All local advice and needed precautions (such as using a mask in public places etc) need to be carefully followed. Our employees health and safety are our top priorities and we are currently restricting travelling due to the high risks.



tieto *Evry*