

## **Home office declaration EY/HVG Law**

### **The employee hereby declares the following:**

- The employee has spoken to their counselor and/or immediate manager about the possibility of flexible work locations in the Netherlands. This could involve working at an EY/HVG Law office location, from home, in a client's office, and/or elsewhere. The employee wishes to take advantage of the possibility to do some of his/her work from home, in a client's office and/or elsewhere. The employee's counselor and/or immediate manager has and/or have agreed to the above.
- The employee is aware that the information to which they have access is sensitive (or company sensitive) and will bear this in mind when assessing whether a location would be a suitable work location. If there is any doubt about the suitability of a workspace, the employee will agree on its suitability with their counselor and/or immediate manager in advance.
- The employee wishes - given the possibility for using flexible work locations some of the time - to use the facilities provided by EY/HVG Law set out in the "Home Office Supplies Scheme", which is available on the HR Portal ([EY/HVG Law](#)).
- The employee has read and meets the conditions set out in the Home Office Supplies Scheme. In other words, the employee will, at the very least, have read the workspace instructions on the HR Portal and, if necessary, have adapted the workspace. The employee will also have completed their probationary period (if applicable) and understand and agree that it may be necessary to have their home office/workspace assessed by EY/HVG Law in consultation with them. See the HR Portal for an overview of all the conditions applicable.
- The employee has read the EY/HVG Law health and safety instructions to be observed when using a computer screen. These instructions are available on the [HR Portal](#). The employee will observe these instructions whenever he/she is working, regardless of the location.
- The employee will have sufficient access to an ergonomic office/workspace by utilizing the EY/HVG Law Home Office Supplies Scheme.
- The employee is familiar with the content of the Company Equipment Regulation on the HR Portal ([EY/HVG Law](#)). This regulation will also apply to the Home Office Supplies Scheme.
- If there is a change in the employee's circumstances, he/she will immediately discuss it with his/her counselor and/or immediate manager, at which time the situation will be evaluated. This may lead to new agreements being made with the employee about the possibility of flexible work locations.
- The employee is aware that EY/HVG Law will reserve the right to withdraw its permission for an individual employee to use flexible work locations if EY/HVG Law considers this reasonably necessary.
- The employee is aware that the specifics of the Home Office Supplies Scheme may change and/or that the scheme may be ended if EY/HVG Law decides that its continuation is no longer desirable.
- If employment with EY/HVG Law ends, he/she will return the products issued to him/her on loan to EY/HVG Law.

This declaration will form part of the agreement between EY/HVG Law and the employee.