

	<b>Doc Name:</b> Perenti COVID19 WFH Info Pack	<b>Doc Type:</b> Template	
	<b>Doc Title:</b> Perenti COVID-19 WFH Info Pack	<b>Doc ID:</b> HR	
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## Perenti COVID-19 Work From Home (WFH) Employee Information Pack

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## Guidelines

In response to the COVID-19 pandemic, Perenti employees may be able to request and/or and possibly directed to work from home (or a non-office environment, eg hotel). In support of this we have created an employee pack to help you work at your most productive level, away from your usual place of work.

We understand that working remotely may feel strange to some and that historically work has been defined as a place where you go to perform a specific function. Working remotely requires each of us to adapt to new ways of working, to new distractions, software, skills and routines. We ask that you open your mind to thinking more broadly around defining work performance, using outputs and behaviours as indicators of success, not where the work is physically being undertaken.

During the course of the COVID-19 pandemic, we have all experienced times of being required to work remotely and this may continue for some time to come. To ensure an effective work from home arrangement can be maintained requires frequent communication between leaders and employees and between team members, accountability for performance, trust and flexibility.

This pack contains a range of useful links and information about how to effectively and productively work from home. This information should be read in conjunction with the Perenti Flexible Workplace Standard and the HSE Safe working guidelines and checklists. Please review these prior to commencing work from home and seek advice or support from your leader or your ISG HR representative.

### **Key contact points:**

#### **Group Technology**

If you encounter any technical difficulties whilst working at home, please direct queries to the Global IT Service Desk. Please note that Perenti Group Technology will not be able to provide support where the issue relates to your personal internet connectivity (in this case you should contact your internet service provider).

GLOBAL SERVICE DESK DETAILS	
<b>Primary Contact - Email:</b>	<a href="mailto:itservicedesk@perentigroup.com">itservicedesk@perentigroup.com</a>
<b>Phone:</b>	+61 8 9421 6600

#### **Useful Resource links:**

How to manage stress

[https://www.who.int/docs/default-source/coronaviruse/coping-with-stress.pdf?sfvrsn=9845bc3a\\_2](https://www.who.int/docs/default-source/coronaviruse/coping-with-stress.pdf?sfvrsn=9845bc3a_2)

EAP link

<https://www.peoplesense.com.au/> or +61 8 9388 9000

More information regarding our response to COVID-19 can be found on the Perenti COVID-19 website.

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Factor to consider	Detail
Set up your workspace	<p>If you don't have a home office, don't worry. You can still work from home productively.</p> <p>It's important to have a dedicated home workspace where you can be productive and signal that you're in "do-not-disturb" mode. A breakfast nook, a quiet corner of the bedroom, an underused game table in the games room—any focus-friendly area can double as a workspace. Don't worry if it gets a little messy throughout the day, you can always use background blur during video meetings so your teammates focus only on you.</p>
Embrace online meetings	<p>Make sure your team has set up a "Teams" channel and page. Use this a repository for sharing information, meeting agendas/action plans and as a way to collaborate remotely on common pieces of work.</p> <p>In the absence of a physical meeting room, bringing everyone together can feel like the biggest remote-work challenge of all. As you move meetings to Teams, make sure all meetings have a virtual "join" option to create an online meeting room. Also, we suggest that all participants turn on video if they are comfortable doing so. The face-to-face interaction goes a long way to help everyone feel connected. Teams has a wide selection of certified cameras to choose from, as well as devices like headsets and speakerphones to make sure you and your teammates can always communicate clearly.</p>
Communicate, communicate, communicate	<p>While we may work from home at least part of the time, we still rely on rhythms and core hours that are built around our physical presence at the office. When working from home, your daily rhythm may change. This is especially true for those of us balancing work and childcare. Clearly communicate your working hours with your teammates, manager and collaborators so that they know when to reach you. You can also set a status message in Teams to share this information proactively.</p> <p>Make it a habit to offer frequent progress reports to your Manager and teammates. Fully remote companies tend to emphasize documentation, since it's a key way to stay connected when you work apart. We recommend posting updates, insights, and helpful resources you've discovered in Teams channels, so your teammates can stay connected with what you're up to even without the benefit of a chance hallway conversation. Later, they can search within the channel for ideas or content when they need them.</p>

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Maintain healthy boundaries	<p>Without the usual workday signals—a walk to grab lunch, for instance, or a commute—unplugging can be a challenge. Remote workers sometimes find themselves working for long periods without breaks for exercise, socializing, or a proper meal. This will quickly lead to stress and burnout. Remember: your health comes first.</p> <p>Make time for meals, drink plenty of water, take breaks to stretch and move away from your workspace and remind yourself to mentally “clock out” from remote work at the end of the day. These behaviours won’t just keep you healthy, they will also help you be more productive in the long run.</p>
Be mindful and inclusive	<p>Moving to online meetings may remove some of the visual cues we rely on to see if a colleague has something to say in a meeting. And overcrowded conference calls can make it difficult for people to share their opinions. Meeting organizers should pause frequently to invite questions and remind attendees that they can also use the meeting chat window to share their thoughts.</p>
Make up for missing hallway talk	<p>A lot of remote workers find the thing they miss the most about the office is casual conversations. Chats at the watercooler or in the kitchen not only keep us connected, they often surface important information or insights we wouldn’t have guessed. Be deliberate about reaching out and connecting with your co-workers. Think of chat messages as your virtual watercooler and set yourself a reminder to check in with people regularly. Emojis, GIFs, and stickers are a fun way to keep the chatter fun and light.</p>
Bring the team together	<p>Working remotely can feel isolating. It’s important to create opportunities for the whole team to get together virtually. Maintain your regular team meeting cadence or team lunches, just make them online. Use the “General” channel in Teams for discussions that might be of interest to everyone. For large brainstorming you can use the Microsoft Whiteboard app, which provides an infinite digital canvas for meeting participants to ideate and collaborate directly in Teams. You can use this customizable app to inform yourself and your team on everything they need to know throughout this outbreak.</p>
Be guided by our Safety Principles	<p>Irrespective of where you work from, remember and follow our Perenti Safety principles. Safety is our number one priority, working safely is at the core of everything we do.</p> <p>Please consult your ISG HSE representative to ensure that you mitigate any safety related risks or if you wish to discuss any safety related concerns.</p>