

DECISION No GB/2026/3

**of the European Cybersecurity Industrial, Technology and Research
Competence Centre Governing Board**

**on the approval of the Guidelines on Working Time and Hybrid
Working**

THE GOVERNING BOARD,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials ('Staff Regulations') and the Conditions of Employment of Other Servants ('CEOS') of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, and in particular Article 1e(1) and (2) and Article 55 of the Staff Regulations and Articles 10, 16, 80 and 91 of the CEOS,

Having regard to Regulation (EU) 2021/887 of the European Parliament and of the Council of 20 May 2021 establishing the European Cybersecurity Industrial, Technology and Research Competence Centre and the Network of National Coordination Centres ('ECCC'),²

Having regard to the rules of procedure of the ECCC and in particular Article 9-11 thereof,

Having regard to Decision No GB/2024/2 of 14 March 2024 on working time and hybrid working, and in particular Article 2(1) thereof, which provides that the Appointing Authority shall adopt Guidelines indicating criteria, procedures and good practices to achieve the objectives of that Decision and set up monitoring tools,

Having regard to the consultation of the Staff Committee pursuant to Article 110(2) of the Staff Regulations and Article 2(1) of Decision No GB/2024/2,

Whereas:

(1) Decision No GB/2024/2 of 14 March 2024 establishes the legal framework governing working time and hybrid working applicable to staff of the ECCC, in line with the Staff Regulations and the Conditions of Employment of Other Servants;

(2) Pursuant to Article 2(1) of that Decision, the Appointing Authority is required to adopt implementing Guidelines setting out criteria, procedures and good practices for the application of the rules on working time and hybrid working;

(3) In accordance with Article 110(2) of the Staff Regulations, the Staff Committee has been consulted on the draft Guidelines, and its opinion has been duly taken into account;

(4) The Guidelines provide practical arrangements and guidance necessary to ensure a consistent and effective application of the rules on working time and hybrid working within the Centre;

(5) The Governing Board, in accordance with its supervisory role, should approve the Guidelines as an integral component of the implementation framework of Decision No GB/2024/2, as annexed to this Decision,

HAS DECIDED AS FOLLOWS:

Article 1

Approval of the Guidelines

The Governing Board hereby approves the Guidelines on Working Time and Hybrid Working, as set out in the Annex to this Decision.

Article 2

Entry into force

This Decision shall enter into force on the date following that of its adoption.

Done at Bucharest, on 21 May 2026

For the European Cybersecurity
Industrial, Technology and
Research Competence
Centre

Pascal Steichen
Chairperson of the Governing Board



Working Time and Hybrid Working Guidelines

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1. Introduction

The aim of these Guidelines, approved by the ECCC Governing Board, is to provide to ECCC personnel guidance and practical information on the working time and hybrid working arrangements at the Centre.

They aim to establish best practices for hybrid working arrangements, teleworking from outside of place of employment and other working agreements.

Article 2(1) of the *DECISION No GB/2024/2 of 14 March 2024, on working time and hybrid working* (referred to hereinafter as “IR on WTHW”) lays down the requirement to adopt Guidelines for its implementation. In particular, it indicates the criteria, procedures and good practices to achieve the objectives of the IR on working time and hybrid working, and to set up monitoring tools.

1.1 Legal base

Governing Board Decision GB/2024/2 of 14 March 2024 on working time and hybrid working.

1.2 Scope

These Guidelines shall apply to all ECCC staff members at any place where they perform their work. This includes:

- Staff members under the scope of the Staff Regulations of Officials to the European Union (the “Staff Regulations”) and of the Conditions of Employment of Other Servants of the Union (the “CEOS”);
- Seconded National Experts (SNEs); and
- Trainees.

Throughout these Guidelines, all of the above are referred to collectively as **“ECCC staff members”**.

 **Footnote references:** the Staff Regulations and CEOS correspond to Council Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968, as amended by Regulation (EU, Euratom) No 1023/2013. The rules and procedures for SNEs are set out in Decision No GB/2025/3 of the ECCC Governing Board.

1.3 Glossary

For the purpose of these Guidelines, the terms below have the following meaning:

Term	Explanation
Line Manager	Reporting Officer, which corresponds to the Head of Unit or Executive Director.
Direct Supervisor	The Direct Supervisor of the staff member which usually corresponds to the Head of Sector, Head of Unit or Executive Director.
ECCC staff / staff members / personnel	All those mentioned in point 1.2 “Scope” of these Guidelines. “Staff”, “staff members” and “personnel” are used interchangeably.

Term	Explanation
HR	The ECCC team responsible for Human Resources.
Appointing Authority (“AA”)	Executive Director or the person entrusted with such powers by delegation.
GB Decision No GB/2024/2 — “IR” on “WTHW”	Model decision for EU agencies on working time and hybrid working, adopted by the Governing Board of the ECCC on 14 March 2024.
Staff Regulations / SR	Staff Regulations of Officials to the European Union (as per footnote 1).
CEOS	The Conditions of Employment of Other Servants of the Union (as per footnote 1).
Daily timeframe	Working hours of the ECCC.
Daily working hours	Hours worked by the staff member.
Interaction time	Time slots within the daily timeframe during which staff members must work and, in principle, be available for interactions with personnel of ECCC.
Disconnection period	As described in Art 2.3 of these Guidelines.
Flexitime	Flexibility of starting and ending work within or outside of daily timeframe.
Stand-by duty timeframe	Period dedicated to stand-by duty, outside of daily timeframe.
Service reasons	A situation in which a staff member's presence at work (either at the office or in the teleworking mode) is necessary to ensure business continuity and timely delivery of the duties assigned to them.
Force majeure	Any external circumstances unforeseeable and irresistible, beyond the staff members' control, which prevent them from exercising their duties — such as, for instance, natural disasters or a military conflict occurring at their place of employment.

2. Working time

This chapter defines the core timeframe for staff to perform their duties, explains flexitime rules, sets guidelines for required interaction availability and disconnection periods, and promotes flexibility to enhance work-life balance for all staff.

 **Time zone:** daily working hours, interaction times, and disconnection periods apply to ECCC staff in the EET time zone.

2.1 Basic principles

Standard working hours

Normal working hours for all staff are **40 hours per week**, spread over five days from Monday to Friday. A full working day consists of **8 hours**, while a half working day is **4 hours**.

Workload management

Line managers must consult staff on workload and assign manageable tasks within the 40-hour week. Daily hours shall not exceed 10. In urgent cases, extra hours may be requested and offset per Flexitime rules (see paragraph 2.4).

Breaks and part-time

Staff are encouraged to take regular breaks, including a **mandatory minimum uninterrupted rest break of 20 minutes where daily working time exceeds six consecutive hours**. These hours and arrangements apply pro rata to part-time staff.

 **Note (rest break):** in line with the Interpretative Communication C(2017) 2601, a minimum of 20 minutes of rest must be taken where work continues for more than six consecutive hours.

Recording working time

In accordance with Article 4 “Basic principles” of the IR on WTHW, staff shall be responsible for recording their working time in **Sysper**.

Before validating the staff members’ timesheets - which is to be done within five (5) working days following their submission by the staff - their line managers shall be responsible for verifying the number of hours registered, considering the tasks assigned to their staff and the corresponding output.

2.2 Daily working hours

 ECCC staff shall mainly work within the daily timeframe of **08:00 to 19:00 on working days**.

Within this timeframe, staff should be available for interaction with other colleagues as set out below.

Interaction times - staff should be available for interaction as follows:

Day	Interaction time slots
Monday	09:30 – 12:00 and 15:00 – 16:30
Tuesday	09:30 – 12:00 and 15:00 – 16:30
Wednesday	09:30 – 12:00 and 15:00 – 16:30
Thursday	09:30 – 12:00 and 15:00 – 16:30
Friday	09:30 – 12:00 and 15:00 – 16:00

Within the above-mentioned times for interaction, staff shall be available for interaction with other colleagues, for attending ad-hoc meetings and for any other co-working or discussions, etc.

What “being available for interaction” means

Being available for interaction means that staff are able to connect through their laptops in the ECCC's premises or remote/home offices in order to be **immediately and fully operational** (e.g., able to access a document, connect to an operational tool, etc.).

Being able to answer a phone call and/or to interact through messages (MS Teams, SMS, etc.) alone is not enough to be considered available for interaction.

Additionally, being available for interaction requires staff to be in an environment where it is possible to receive (phone/video) calls, participate in meetings and access documents whilst respecting confidentiality.

Furthermore, the availability for interaction does not exempt the staff members from their responsibility for the performance of the duties assigned to them and the carrying out of the instructions given to them by their superiors in line with Article 21 of the SR.

 This shall apply during all the working hours, and staff members must only record the time actually worked.

Agreeing different interaction times

In principle, staff can agree with their line manager on different interaction times within the timeframe applicable to the ECCC, while respecting the flexibility hours within 08:00 and 19:00.

The possibility to agree on different interaction times does not apply to the staff performing stand-by duty during the weeks or periods of the duty, as the daily timeframe in their case should be respected for the correct calculation of the stand-by duty time.

In cases where a different interaction time is agreed, staff who are working on an alternative timeframe shall focus, during their non-interaction time, on tasks that do not require immediate interaction with other colleagues.

2.3 Disconnection period

 The disconnection period during working days is between **19:00 and 08:00**.

It is the time during which a line manager or other staff members may not contact or request staff members to work, unless one of the exceptions below applies.

Exceptions - staff may be contacted to work during the disconnection period only where:

1. it is an emergency justified by the interest of the service;
2. it has been pre-agreed as set out in paragraph 2.2; or
3. the nature of the work or tasks require availability during these hours.

Information and/or emails received by the staff member which do not require their immediate reaction or are not specifically addressed to them shall not be considered to be a contact.

 The same right to disconnect applies during weekends, public holidays and during the staff's annual leave or other types of pre-approved leave.

Calls, requests for meetings, emails and messages specifically addressed to staff during the disconnection period and requiring them to work are considered a contact. Unless such contact falls under the abovementioned exceptions, it is discouraged.

💡 For this reason, staff wishing to work outside the daily working timeframe should focus on tasks that do not require immediate interaction with other colleagues.

2.4 Flexitime

Where staff members have worked more or less than their normal working time of 8 hours per day / 40 hours per week, they shall **offset or recuperate** their working hours.

Credit hours

- Hours worked in excess are credited to the flexitime balance. The number of credit hours in principle should not exceed two (2) hours per working day.
- Credit balance of maximum 20 hours shall be carried over to the next month.
- As a general rule, credit balance shall be offset by allowing shorter working days than regular 8-hour days.
- Where staff members are eligible, they may request recuperation days of the hours in credit. Only half days or full days may be recuperated, totalling no more than two (2) full days or four (4) half days of recuperation per month.

Hours exceeding two (2) hours per day may exceptionally be credited, providing that the staff member was required to work these hours in the interest of service and subject to line managers' approval.

Any credit hours are subject to line managers' approval in a dedicated tool. In principle, a maximum 20 hours credit balance shall be carried over to the next month. Staff members shall balance their working time on a regular basis, and where the credit balance exceeds twenty (20) hours per month, the staff member shall reduce the balance within three (3) months.

⚠ Where the balance remains above twenty (20) hours per month for more than three (3) months, the line manager should encourage recuperation to reduce the balance and/or review the workload and propose steps to achieve a workload manageable within 8 hours per day / 40 hours per week.

Debit hours

- Where hours worked are less than 8 hours per day / 40 hours per week, hours are debited to the flexitime balance.
- A debit balance shall not exceed 20 hours. A debit balance of 20 hours or less shall be carried over to the next month.
- A debit balance exceeding 20 hours per month may be exceptionally carried over in cases where, for service reasons or in the event of sick leave, or *force majeure*, the staff member could not adjust the balance appropriately.
- A debit balance shall be offset by longer working time during the following six calendar months at the latest.

Managers receiving the management allowance

In principle, ECCC managers (temporary staff entitled to a management allowance) are not eligible for recuperation half-days/days. The ECCC managers should take into account the interest of service and manage their working time in agreement with their line manager.

The ECCC managers shall record in SYSPER their actual working time, including hours worked in excess of 8 hours per day. To recuperate excess hours, the ECCC managers shall agree shorter working hours with their line manager and record in SYSPER working hours with a deficit.

 **Article 55(4) of the Staff Regulations:** officials and temporary agents with a grade of 9 and above (AST or AD) may not recuperate entire working days, only half days. All other categories of staff working under the flexitime regime can recuperate full days.

Managers receiving the management allowance cannot request flexitime recuperation of entire days or half-days. They may, however, offset working hours in excess and must manage their working time in agreement with their superiors.

2.5 Missions and travelling time

 **Working hours during a mission** shall be accounted in the same manner as normal working hours.

Travelling time for a mission shall be counted and registered as working time, including when taking place on a weekend or on a public holiday.

Hours worked while on mission shall be counted the same way as working at the workplace, including hours worked per day and application of flexitime rules.

Time spent on travel to and from mission shall be recorded in SYSPER as working time by logging the actual start and finish time of travel in accordance with the mission request. Hours exceeding 8 working hours in a day shall be credited to the flexitime balance. Hours exceeding the daily 10-hour limit, where justified by mission order, shall be approved by the line manager.

Overnight travel and compensation

 Where a mission finishes with an overnight travel and a morning return to the place of work, a compensation of **half a day of leave** shall be granted on the day of return.

Overnight travel for mission purposes means travel starting on one day and ending on the morning of the following day, such as transcontinental flights. In the event of overnight travel as mentioned above, the compensatory half-day leave can be requested.

Travel ending on the day of departure or within two hours after midnight is not counted as overnight travel and compensatory leave does not apply.

To allow for an adequate rest period, a staff member arriving from the mission late at night should register the actual travelling time as working time and agree with the line manager to take an appropriate rest period the following day after the late-night arrival, by starting their working day later than 09:30 (see paragraph 2.2 on Daily working hours).

2.6 Trust-based management and the role of the Line Manager

Line managers play a fundamental role in staff members' daily work. They must adopt an objectives-based, results-oriented approach while respecting and promoting a healthy work-life balance.

It is their duty to balance service continuity with flexibility for staff's personal commitments and breaks. Line managers are responsible for developing efficient remote management as outlined in Article 14(2) of DECISION No GB/2024/2, grounded in a culture of trust.

When agreeing on alternative daily timeframes or hybrid working arrangements, line managers shall ensure equal and fair treatment within their Unit. Such arrangements shall be in conformity with the interests of the service, taking into account the staff members' specific responsibilities and constraints. For hybrid arrangements, they shall request only the information necessary to assess staff requests.

As DECISION No GB/2024/2 empowers trust-based management, line managers must closely monitor working time aspects and ensure staff comply with its rules and these Guidelines. They shall prevent abuses of trust, including by:

- At month-end, before validating timesheets in SYSPER, assessing the consistency between registered hours, actual output received, and estimated time needed for assigned tasks and responsibilities. In case of discrepancies, they shall discuss these with the staff member concerned prior to validation. If discrepancies lack adequate justification, the line manager shall reject the related hours.
- Regarding requests to carry over credit hours, assessing whether the proposed amount is proportionate to the assigned tasks, responsibilities, and actual output for the given month. Approvals for carrying over a high number of hours must be exceptional and duly justified by the line manager.
- Ensuring that the high level of staff autonomy and absence of unnecessary controls in a trust-based management context does not undermine line managers' role in closely monitoring potential abuses of the granted leniency and freedom, and reporting them to HR.

Line managers shall ensure that cases leading to a "loss of trust" are thoroughly documented and closely monitored.

 **Support for line managers:** to support line managers, the ECCC shall develop targeted training on working time and hybrid working provisions, efficient remote management based on a culture of trust, and the specifics of managing teleworking staff.

3. Hybrid working

Hybrid working combines office-based and teleworking arrangements. The ECCC views it as a key support mechanism for staff work-life balance.

All staff, except those whose tasks are incompatible with teleworking (see paragraph 3.2), may opt for hybrid arrangements. Particular attention is given to persons with disabilities through reasonable accommodations. As an equal opportunity employer, the ECCC ensures equal treatment regardless of chosen working arrangements.

Teleworking organises work via information and communication technologies, enabling staff to perform duties outside ECCC premises without compromising quality. It is equivalent to office work.

✎ **Sick leave:** reporting and taking sick leave follows the same procedure whether illness occurs on a teleworking day (including outside the place of employment) or an office day.

3.1 Assessment of hybrid working requests

While telework is available to all staff members and is an important tool to manage work-life balance, the ECCC must ensure that the interests of the service are observed when approving telework requests.

Therefore, when assessing a request for a hybrid working arrangement, the line manager should consider the following:

- The nature of the activities performed by the staff member concerned and, for interns, the scope of the internship scheme;
- The level of engagement with various internal/external stakeholders requiring physical presence at the office;
- The sensitivity of the data and restrictions imposed on the level of confidentiality of the information processed whilst performing their duties.

When approving working arrangements, line managers shall ensure a consistent approach, allowing all eligible staff in their Unit to equally benefit from hybrid working. This principle applies across the ECCC to prevent drastically different rules for similar activities in different units without justified reasons.

⚠ Teleworking - including outside the place of assignment - is strongly discouraged during staff onboarding or exit, except in cases of *force majeure*.

3.2 Tasks incompatible with telework

Certain tasks shall be considered incompatible with teleworking due to their nature, as they require presence at the premises and cannot be adequately performed remotely.

Staff whose tasks are incompatible with teleworking are excluded from hybrid working arrangements. DG HR has set up a non-exhaustive register of types of tasks incompatible with teleworking, which is applicable also to the ECCC.

✎ **Where to find the list:** please find the list by clicking on the image on the page with the following link - [Register of tasks incompatible with teleworking](#).

3.3 Hybrid working modalities

Staff members whose tasks are compatible with teleworking may do so on the basis of an agreement with their line manager. Such arrangements shall be made **in writing by permanent electronic means, such as email** (NB: instant messaging via MS Teams or similar services is not sufficient) and shall specify the percentage of telework, the specific days or time slots, and the duration of the agreement.

✎ **Teleworking is voluntary.** Staff members retain the right, after duly informing their line manager, to come to the office every day without prior authorisation, even when they are authorised to telework.

In principle, staff members are entitled to stable hybrid working arrangements lasting at least 12 months, renewable, or for the duration of their contract, whichever is shorter. These arrangements may be requested as follows:

Telework request	Procedure
Up to 20% of weekly working hours	Requires only informing the line manager of the intended time slots.
More than 20% and up to 60%	Requires the line manager's agreement. Without prejudice to the right to telework up to 20%, the line manager may — for duly justified reasons and in the interest of the service — refuse any request beyond 20%.
More than 60%	Assessed on a case-by-case basis, taking into account the interest of the service and the welfare of the staff member (e.g. objective reasons to stay at home). This assessment shall be carried out by the line manager in consultation with the Head of the Unit responsible for Human Resources.
Temporary health issues affecting mobility (still fit to work via telework)	May request to telework for the duration of the certified mobility issue, subject to medical certification and validation by the Agency's Medical Service.

The line managers may, at any time and for duly justified reasons, instruct staff members to telework on another time slot or other time slots than the one or ones previously agreed.

These percentages shall apply *pro rata* to staff authorised to work part-time.

Indicating office or telework days in advance

In line with the hybrid working arrangements agreed upon with their respective line managers, staff members are responsible for indicating in advance - using the dedicated functionality in Sysper or other IT functionality agreed in the organisation (e.g. Outlook calendar, etc.) - whether they will work at the office or telework during a given time slot.

This obligation shall also apply to staff members exercising their right to work at the office on any day (despite having the authorisation to telework on that day).

 **Plan ahead:** to balance flexibility with the need to properly plan staff's presence at the office, such indication should be made in advance, preferably no later than 3 working days before the given time slot, and shall, in principle, respect the hybrid working arrangements.

Exceptional / ad hoc changes to agreed slots

In case the staff members wish to exceptionally telework during another time slot or other time slots than the one previously agreed, or be granted an *ad hoc* additional time slot of teleworking - provided that, as a result, such staff members do not telework more than 60% of their weekly working time - they should formulate the corresponding request, preferably, at least one (1) working day in advance, and obtain the agreement of their line manager. Such agreement shall, in principle, be granted and registered accordingly by the staff member using the dedicated functionality on Sysper.

Staff with mobility issues

Staff members with mobility issues, including temporary health conditions impacting their mobility, without prejudice to their ability to telework (e.g. a broken leg), may request to telework for the duration of the certified mobility issue.

Such mobility issues shall be certified by a medical doctor and validated by the Agency's Medical Service.

3.4 Place of telework and telework outside of place of employment

♀ Pursuant to Article 10 of the DECISION No GB/2024/2, [...] *telework shall be performed at the place of employment or at no greater distance therefrom as is compatible with the proper performance of the duties, in accordance with Article 20 of the Staff Regulations.*

Staff shall telework from a place allowing them to physically come to the office within a reasonable time without being dependent on the hazard of transportation, in case of an unforeseen service need.

For the purposes of this provision, the place of employment is as defined in the staff member's contract - specifically **Bucharest, Romania**.

The “reasonable time” requirement is met if the ECCC's staff members can come to the office (i.e., from leaving home to arriving at the ECCC office) within a reasonable time without being dependent on the uncertainties linked to transportation.

Telework outside the place of employment (TWOPE)

As foreseen in DECISION No GB/2024/2, telework can also be authorised from outside the place of employment. The ECCC implements these provisions as follows:

- a) Up to ten (10) working days per calendar year can be allowed by written agreement with their line manager (Head of Unit).
- b) In exceptional circumstances, an authorisation to telework outside the place of employment (as referred to in Article 10(1)) for up to one month in total may be requested through the Unit responsible for Human Resources, using the workflow in SYSPER and including the reasons for the request, and may be granted after consulting the staff members' line manager (Head of Unit). This type of authorisation may be renewed, or a new request may be submitted during the calendar year in cases of duly documented imperative reasons, with supporting documents provided, and shall be granted by the Appointing Authority.
- c) If staff are recalled to work for service reasons while on annual leave abroad or have had their leave cancelled, their line manager may authorise them to telework outside the place of employment.
- d) If staff are recalled to return to the office for service reasons while teleworking outside the place of employment, they should do so as soon as possible within four (4) days or by the time agreed with their line manager.

⚠ If staff do not avail themselves of this possibility within the calendar year, the unused days cannot be carried over to the following calendar year.

If a staff member falls sick or has an accident while teleworking from outside the place of employment, and the absence doesn't exceed the authorised TWOPE, Article 60 of the Staff Regulations does not apply. However, if the staff member wishes to spend the sick leave at a different address from the one indicated for teleworking outside the place of employment, Article 60 will apply.

Telework can be performed also at any other private space associated with the concerned staff (e.g., parents' house) at the place of employment or no greater distance therefrom as is compatible with the proper performance of the duties, provided that confidentiality of the work can be ensured and that the rules outlined by the *Decision No GB/2024/2 of 14 March 2024, on working time and hybrid working* are complied with.

Notifying location and devices

Staff shall notify their line manager of the teleworking location (city and country) when submitting the request. Locations outside the EU require explicit permission from the line manager.

 Corporate devices may be used to perform work-related activities from outside EU member states **only after authorisation from the line manager is received**. Where risks are identified, the line manager can refuse to grant permission or limit the duration of telework from outside EU member states.

3.5 Health and safety

This section provides guidance and best practices to minimise health and safety risks associated with hybrid working.

As hybrid working is optional, staff are responsible for ensuring their teleworking environment is safe and properly equipped. They shall take reasonable measures to prevent physical risks in their teleworking space.

The ECCC shall organise and/or promote regular health and safety campaigns for teleworking, providing staff with information on ergonomics, document security, IT equipment use, protection against damage/theft, and other telework-related topics. All staff are encouraged to attend awareness sessions on these matters.

Teleworking can lead to digital overload, blurred work-life boundaries, or social isolation. To maintain work-life balance, staff members should:

- **Establish a firm quitting time** to create psychological control, clear boundaries, and routine — avoiding pressure to be available outside working hours.
- **Take scheduled breaks** to refresh the mind, prevent decision fatigue, boost energy, enhance attention/creativity/memory, and reduce stress.
- **Minimise distractions** by setting up a clean, quiet workspace with limited family/housemate traffic.

4. Monitoring, evaluation and review

In order to ensure consistency in its application and equal treatment, HR shall monitor the implementation of the DECISION No GB/2024/2 for statistical and evaluation purposes.

HR may create annual anonymised reports on requests for working arrangements under the hybrid working provisions, to be brought to the attention of staff and, where necessary, create periodic reports for the attention of line managers and direct supervisors.

Such reports shall also provide detailed information on the use of teleworking to identify and correct potential differences in treatment applied without duly justified reason - including from a gender perspective - to the agreed working arrangements for similar sets of activities, carried out within Units.

The ECCC shall also monitor the implementation of rules, and shall address alleged breaches of rules or suspicion of misuse of trust. Self-declaration made, or absence of declaration, on working arrangements in dedicated tools may be checked using data of access to premises or connection to the corporate network which are not solely dedicated to time management.

The ECCC shall evaluate the implementation of these Guidelines on the basis of such reports. An interim evaluation on the implementation of the Guidelines shall be carried out on a regular basis to consider possible updates, as necessary.