



Consulting Services

BACK TO WORK SAFELY
DURING AND POST COVID-19



During and after COVID

- How do we adjust our work-place to be safe and sanitized, whilst maintaining efficiency and cost-effectiveness?
- What protocols will we need?
- What are the remote versus presential work schemes that best fit my company and my employees?
- What additional or replacement collaborative information systems will we need?
- How will we manage and control our remote-working employees



Consulting Services

Who are we?

- Many years of accumulated experience in management
- International experience and consultants with INNOVATION
- Diversity of experience which covers nearly all facets of business with ethics and flexibility
- The best consultancy is the one that provides leadership and guidance to the client, involving their employees to ensure realistic, efficient and sustainable solutions

Based on studies we propose you the listed solutions, is your final decision to implement it or modify it according to your policies.

Specialized Consulting Services with collaborative platform

Four main focus areas:

- Workforce **Flex Distribution** : Flexible work-Partial-Office (HR)
- Workforce **Compensation & Benefit** adjustment due to Flexible work (HR)
- **Protocols development** for safe return to work during and post COVID (HSE)
- **Physical workplace adjustment** for safe back-to-work with risk mitigation, hardware changes, etc. (HSE and Facilities)



What can we do for you:

I	Create Groups	Monday	Tuesday	Wednesday	Thursday	Friday
	1. Flex 90%-Home 2. Flex 50%-Home 3. Office 100%	At the office	At the office	TEAM MEETING all 3 groups	At home	At home
II	Compensation & Benefit for Flex work			Reduce commuting	Savings for your company	
	Help you to reward your employees accordingly			Reduce the CO2 footprint	Gain efficiency	
III	Protocols preparation		Flex work 90%	Flex work 50%	Office work	
	Coach-VC efficiency Collaboration software		Protocol + Coach	Protocol + Coach	Protocol + Coach	
IV	Physical Preparation		Flex 90%	Flex 50%	Office	Others
	Workspace modifications for 2M (6')		Ergonomic	Ergonomic	Social distance	Kitchen Bathrooms Elevators Meeting rooms

I. DEFINE GROUPS

Flex 90%

- Stays at home, saves in transport, spends more in utilities, ergonomic furniture, bandwidth.
- Commutes Wednesday for team meeting
- Bonus for furniture and utilities once per year, could be tax deductible
- Company saves on workstation, parking, catering, utilities & others, estimated 30% savings per employee.

Flex 50%

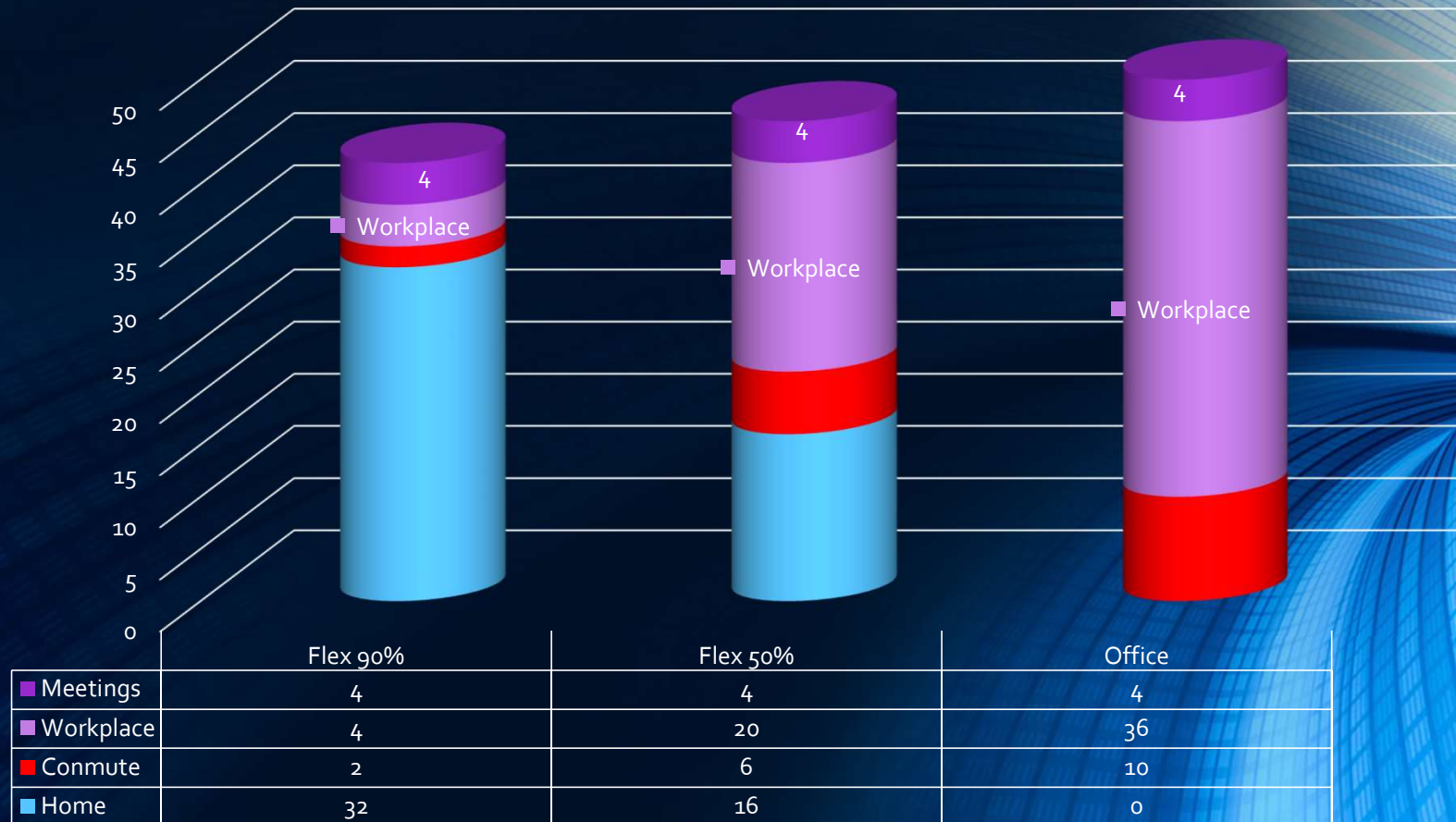
- 2 days at home(Thursday-Friday) 2 days at the office (Mon-Tuesday), Wednesday 1 weekly team meeting
- Millennials like to work at home on Thursday and Friday
- Bonus for furniture and utilities once per year, could be tax deductible
- Company saves on workstations, parking, requires hot desks for the 2 days, estimated 20% savings

Office

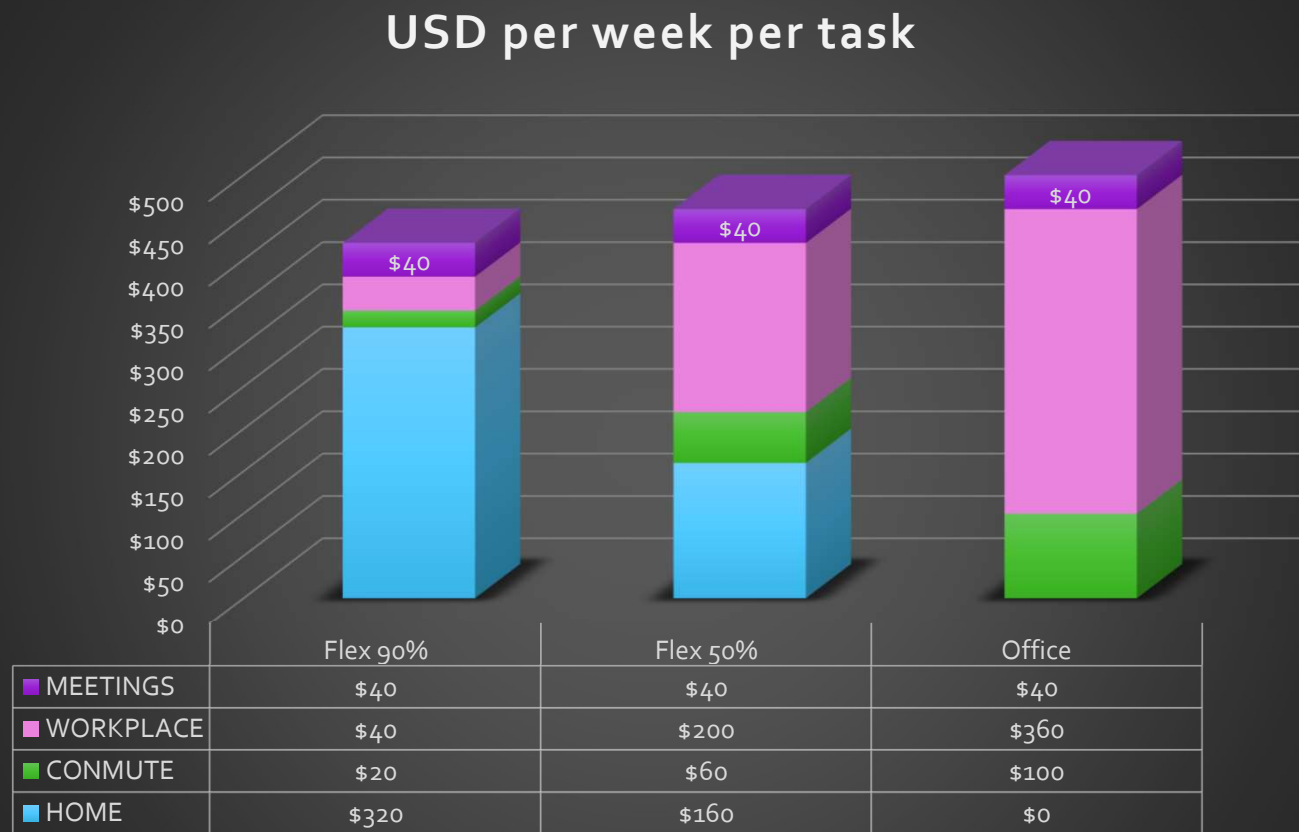
- Works all the time at the office, with people or systems, spends more time commuting, includes one team meeting per week on Wednesday to be aligned with the rest of the team, colleagues.
- Costs more to the Company, requires office, parking, more salary, higher risk is compensated.

I. DIVIDE WORKFORCE IN 3 GROUPS

Hours by Group by activity

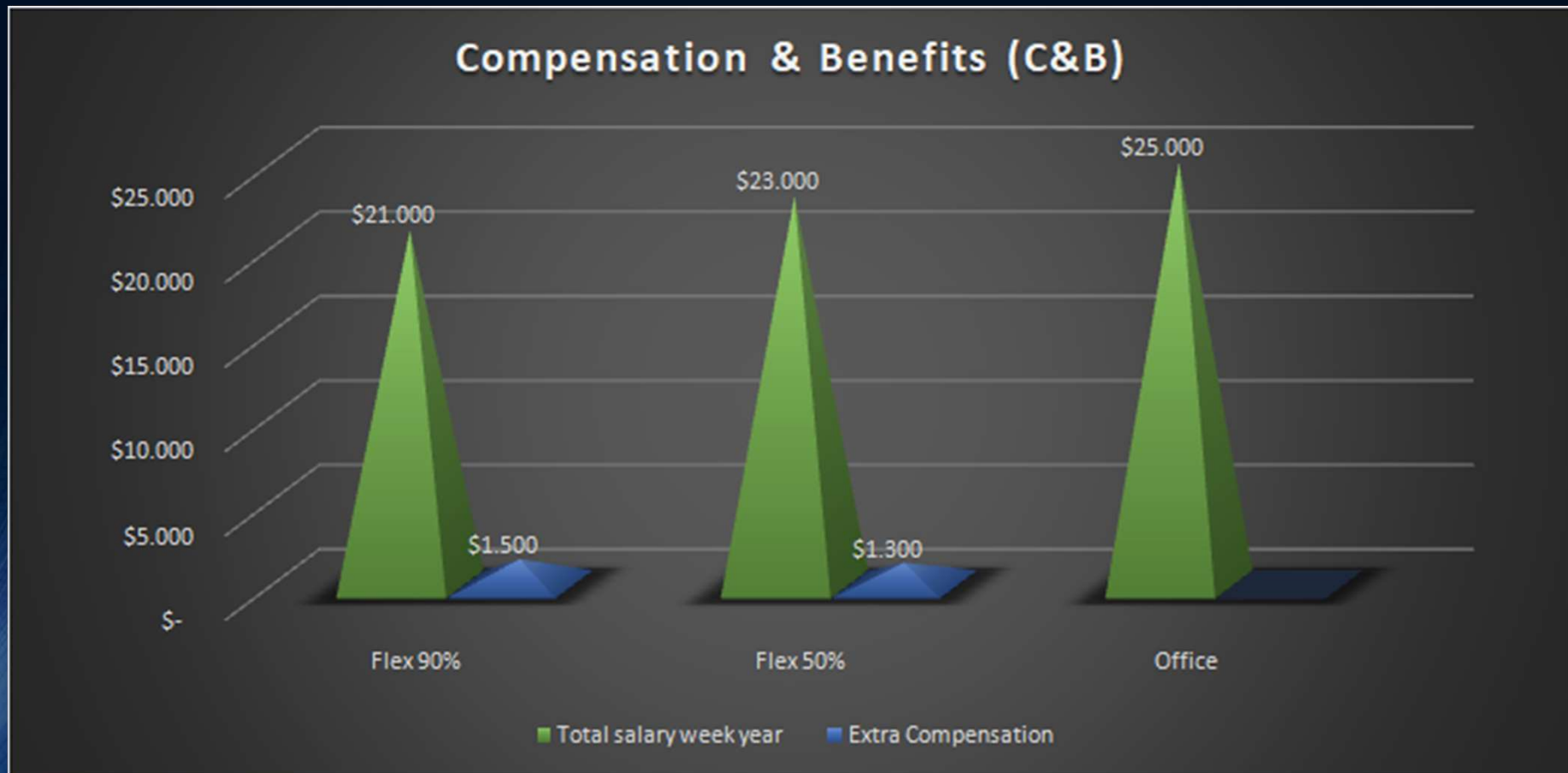


II. COMPENSATION & BENEFITS (C&B) STUDY



Estimated \$10 per hour salary for simulation

II. C&B Annual cost for the three groups



Estimated 50 weeks per year salary for simulation

III. DEVELOP PROTOCOLS PER CASE-GROUP

Flex 90%

- We inspect every home: ventilation, illumination, ergonomic chair, desk
- Check: internet connection, VPN, corporate collaboration software
- We provide the Protocol and rules for working at home with confidentiality
- We coach on effective video calls

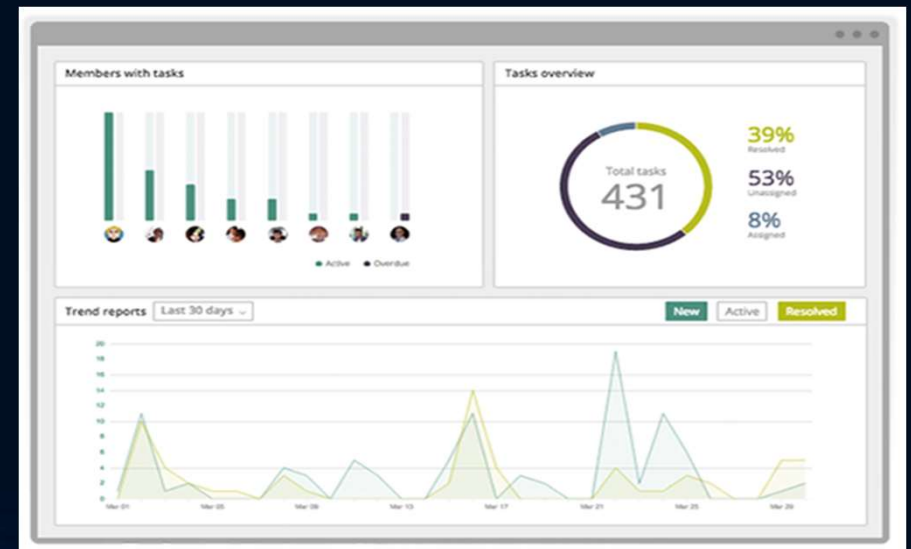
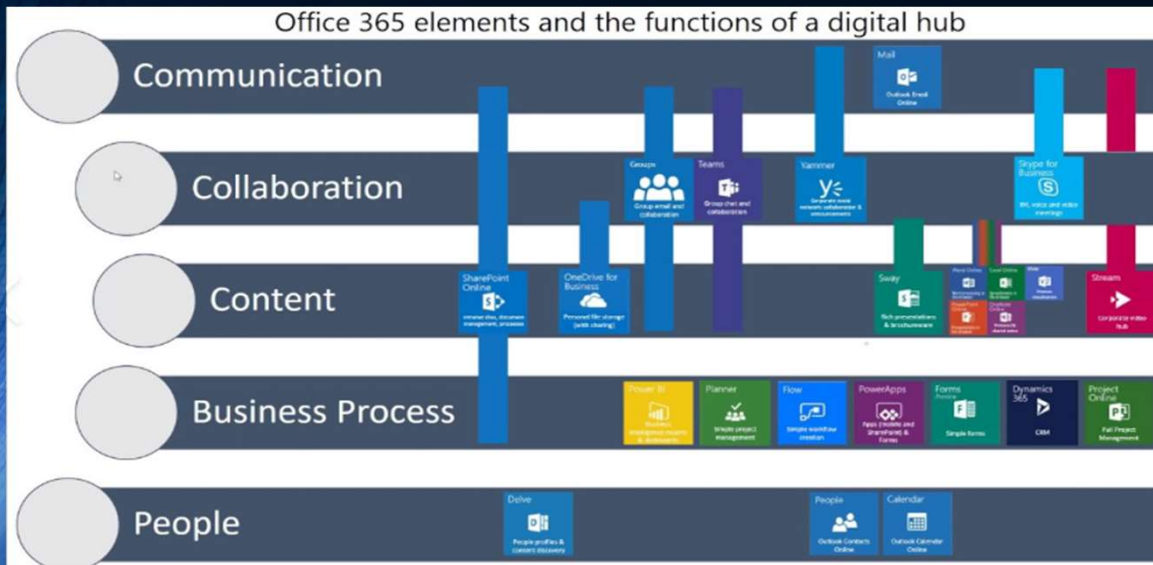
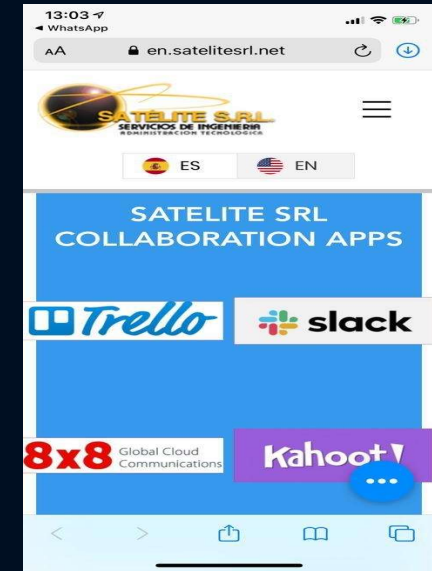
Flex 50%

- We inspect every home for: ventilation, illumination, ergonomic chair, desk
- Checks: internet connection, VPN, corporate collaboration software
- We provide the Protocol and rules for working at home with confidentiality
- We coach on effective video calls
- Commute to the office 3 times per week, use safe ways to go to work

III. DEVELOP PROTOCOLS PER CASE-GROUP

Office

- Commute to the office 5 times per week, use safe ways to get to work
- Workstation must have the 6 feet (2m) physical separation
- Avoid using elevators, bathrooms to be touch-less, meeting rooms
- Eating at the workplace creates cleaning issues, pay for meals outside (case by case)
- Switch working hours from 9 to 5 (or 8-4) with 30' lunch break
- Arrive to work in intervals, per family name: A-F 8:50, G-L 9:00, M-R 9:10, S-Z 9:20 (same for exit)



IV. Workplace Physical Preparation: 6 feet (2 meters) social distance Use touch-less devices





Implementation process

Phase A

1. Scope confirmation based on client's needs & size:
 - Flex working criteria/C&B
 - Protocols definition
 - Select Collaboration software
 - Budget & timeline
2. Execution Plan approval
3. Define sponsors
4. Sign the Contract

Phase B

1. Work-team assignments
2. Diagnostic
3. Analysis design-execution
4. Implementation plan & solution proposal
5. Define metrics
6. Executive approval

Phase C

1. Implementation
2. Control & Review



	SAVINGS CALCULATIONS			
DESCRIPTION	Flex 90%	Flex 50%	Office	Total
TOTAL COST per year (50 weeks) per employee	\$22.500	\$24.300	\$25.000	\$71.800
Savings by working at home by Flex group	30% savings	20% savings	0 savings	(3 persons)
Savings per year per person	\$6.750	\$4.860	\$-	\$11.610
Savings in 10 years	\$67.500	\$48.600	\$-	\$116.100
Savings in 10 years 100 employees	\$2.247.750	\$1.618.380	0	<u>\$3.866.130</u>
Gain efficiency 25% in 100 employees	\$936.563	\$1.011.488	\$1.040.625	\$2.988.675
TOTAL IMPROVEMENTS 10Y/100 emp	\$3.184.313	\$2.629.868	\$1.040.625	<u>\$6.854.805</u>

PAYMENT STRUCTURE FOR OUR SERVICES

Module I Distribution in 3 work groups flat rate \$4000 up to 20 employees, \$500 extra per sets of 10 employees

Module II Compensation & Benefits flat rate \$4000 ditto

Module III Protocols preparation flat rate \$4000 ditto

Module IV Workplace Physical set up flat rate \$4000 ditto and at cost plus 15% for 3rd party Contractor work.

All four one flat fee \$14,000 for up to 20 employees, \$2000 extra per set of 10 employees.

- 100 employees: will be \$14,000 plus $\$2000 \times 10 = \$20,000 + \$14,000$ total \$34,000
- 200 employees: will be \$14,000 plus $\$2000 \times 20 = \$40,000 + \$14,000$ total \$54,000
- 300 employees: will be \$14,000 plus $\$2000 \times 30 = \$60,000 + \$14,000$ total \$74,000
- 1000 employees: will be \$14,000 plus $\$2000 \times 100 = \$200,000 + \$14,000$ total \$214,000

All with 3 sets of official documents, any extra at \$100 per copy

Timeframe: for basic rate up to 20 employees, 1 month; extra per each 10 employees 1 week.(case by case)

Expediting cost for half of the time: 25% Surcharge-Premium service.

*Prices do not include IVA-VAT, depends on the City, Country Laws.