



The importance of corporate rules during the term of the Covid-19 epidemic

KPMG Legal Tóásó Law Firm

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Internal corporate policies



In the course of uninterrupted operations of employers, internal corporate policies – which may include the expectations and procedures of the employer concerning various issues - are extremely important. These internal policies may ease the operation and every day life of employers under „business as usual” circumstances. However, nowadays, during the COVID-19 epidemic, these may be of utmost importance.

Various operational issues may be covered by such internal policies, which may facilitate internal cooperation. However, with regard to the present special circumstances, KPMG Legal Tóásó Law Firm listed some of the most important internal policies that may facilitate smoother adaption to the altered circumstances.





Pandemic plan



A Pandemic plan is an action plan ensuring business continuity in case of an epidemic caused by an infectious disease.

It is advisable to clarify especially, but not exclusively the following issues in a pandemic plan:

- precautionary measures necessary to mitigate exposure;
- measures to be applied in case of a potential infection;
- prior risk assessment of data privacy consequences of the measures to be applied;
- responsibilities within the organization;
- communication channels necessary for the effective and proper information of all persons concerned;
- critical headcount and a substitution plan;
- extraordinary measures concerning work-place hygiene;
- name and contact details of the person(s) to be informed in case of a potential infection amongst employees.



Home office policy



Though home office becomes more and more widespread in Hungary, many employers have experienced only now what working from home actually means and therefore, not only employees but employers are facing a new and unknown situation.

In this new situation, it may be very useful for both parties if the frames of home office work are set out in an internal policy.

A home office policy should cover especially, but not exclusively, the following issues:

- in which positions may home office work be applied;
- working time rules: shall these be amended by preparing the respective employment documentation or can they remain unaltered
- conditions of availability and the employer's right for inspection /control;
- settlement process of costs arising from home office work;
- proper documentation and steps to ensure a proper home office work station.





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During work performance – irrespective from the circumstances – it is very important to comply with the information security and data privacy rules. Therefore, employers are advised to draft a policy concerning the proper usage of the IT equipment.

In the frame of this policy, it is recommended to cover at least the following issues:

- rules concerning the proper usage right of the IT equipment provided by the employer (e.g. whether the employee may surf on the internet on the employer's laptop provided for work);
- the conditions of using own devices for work;
- ensuring data privacy when working from home (VPN usage, employee's declaration on the proper usage of IT devices);
- with regard to the current situation, to prepare a central e-mail address to the IT team and include in the policy to whom requests and potential questions may be sent.





Enforcement policy



In connection with the present situation a properly formed procedure concerning handling and enforcement of outstanding debts may be extremely useful for companies, the form of which may be again an internal policy.

There are many companies that do not properly record their outstanding debts after issuing and sending the respective invoices, therefore, such companies may easily face liquidity issues even though according to their records they have enough financial sources to cover some „weaker” months.

By forming proper, internal enforcement rules even future court or other procedures – e.g. liquidation processes, the details of which are summarized in one of our previous newsletters - may be fastened and facilitated.

An enforcement policy may cover the following issues:

- responsible person;
- method of record keeping on outstanding debts;
- precise internal deadlines on sending payment reminders;
- record keeping of the documentation which may be necessary during later formal, e.g. court procedures.





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