

## **Flexible Work Policy**

### Flexible Work Policy

1. Objective: The objective of this policy is to outline the provisions for flexible work arrangements, including remote work, flexible hours, and hybrid work setups.
2. Eligibility: All full-time and part-time employees who have completed their probationary period are eligible to request flexible work arrangements.
3. Procedure:
  - Employees should submit a written request to their immediate supervisor.
  - The request must include details of the proposed arrangement and the reasons for the request.
  - Supervisors will review the request and may consult with HR before making a decision.
4. Approval: Approval of flexible work arrangements is at the discretion of management and will be based on the role, department needs, and individual performance.
5. Review and Monitoring:
  - Flexible work arrangements will be reviewed periodically to ensure they continue to meet the needs of the organization and the employee.
  - Employees may be required to attend the office on specific days or for specific meetings as determined by their supervisor.
6. Termination: Management reserves the right to terminate or modify flexible work arrangements with reasonable notice.

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### **7. Responsibilities:**

- Employees must ensure they have a suitable work environment and necessary equipment.
- Employees are responsible for maintaining productivity and meeting performance standards.

8. Confidentiality: Employees must adhere to the organization's confidentiality and data protection policies while working flexibly.

9. Health and Safety: Employees must comply with health and safety guidelines while working from home or any other location.

10. Communication: Employees must remain accessible and maintain regular communication with their team and supervisor.

This policy is subject to change based on organizational needs and will be reviewed annually.

- Flexible hours: Employees can choose their start and end times, with a mandatory core period (e.g., from 10 AM to 3 PM).
- Remote work: e.g. Employees can work remotely up to 2 days per week, with their manager's approval.
- Compressed workweek: Employees can work their weekly hours in fewer days (e.g., four days instead of five).
- Part-time work: Employees can choose to work part-time for a determined or undetermined period, with their manager's approval.
- Unpaid leave: Employees can take unpaid leave in addition to their paid leave, subject to

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approval.

- Irregular schedule: Employees can follow a personalized schedule where their working hours are not fixed from day to day, but their total working hours and pay remain the same.
- Job sharing: Two employees can share the responsibilities of a single full-time position, with reduced working hours and shared responsibilities.