



HYBRID WORK POLICY (INDIA)

Version 1.0

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1. Purpose

Sigmoid is committed to providing a flexible and productive work environment that supports the well-being and success of our employees. This Hybrid Working Policy outlines the guidelines and expectations for employees in Bengaluru and Hyderabad to work from office and remotely.

2. Scope

This policy applies to all employees in Bengaluru and Hyderabad location.

3. Ring Fencing

All employees in Bengaluru and Hyderabad are required to obtain approval from their manager and notify HR before traveling outside these geographies on working days.

4. Office Working Days

The number of days an employee works from the office will depend on the account they are deployed in.

For people who are working in sales, account management, demand generation and other support functions where they are not expected to be deployed in customer projects, the hybrid working plan will be defined separately.

5. Hybrid working Plans

- **Account Specific Plans:** HR will work with Managers to predefine office working days for their team, choosing in advance. Unless an employee is governed by any other plan mentioned below, they are expected to be in office on the “designated days” as defined by their plan.
- **Support and Sales Functions (Non-Tech) Plan:** Employees in these functions must work from the office at least 3 days a week. The employees are expected to work with their managers to define a schedule.
- **Customized Plans:** For certain employees, managers may define a specific work-from-office plan that differs from others. Employees are expected to follow those plans in such cases.
- **Interns and freshers:** All interns and fresh graduates under training are expected to be in office all five days a week.

- **Campus Converts:** All employees post conversion from internships as full-time employees are expected to be in office 4 days a week.
- **Client Office:** Employees who are expected to work from client office premises are expected to follow the custom plan as defined for account by the account delivery owners.
- **Default plan:** For employees who do not have an account or customized plan defined for them as they may be on bench or undeployed or any other such cohort, the default plan becomes 3 days in office.

6. New Account Onboarding Plan

As we start new accounts, the HR team will work with the managers to allocate a working plan to employees working on those accounts and they will be expected to work from the office accordingly.

7. Exceptions

- This policy is only applicable to employees working in Bengaluru and Hyderabad locations.
- If a particular account changes their plan, accordingly the working structure will change for an employee.
- The adherence is expected on a weekly basis, we will not be clubbing attendance for multiple weeks together.
- If an employee is on leave on their designated day in office, they are expected to be in office on an alternate day in the week.
- As employees move between different accounts, the plan can change and it is expected for the employees to follow the new assigned plan.
- For employees working out of the customer location, the applicable plan can be different and will be communicated to them accordingly.
- If an employee is traveling for work or is on an extended leave (entire week or more), they need to get approval from their manager and keep HR informed. In such cases the employee will be exempted from this policy for the impact period.
- For any ambiguities, the decision made by HR will be final. Employees unsure about the correct procedure should contact their HR Business Partner for clarification in advance.
- Employees may be allowed an exemption for a fixed time as defined in section 10.

8. Guidelines for working from a Sigmoid office

- Work from a Sigmoid office during regular business hours as per the in-office days requirement set in the policy. Some locations and/or projects may require additional days per week. Employees should consult with their manager about their specific schedule.
- Each team and/or location has fixed in-office days per week to increase team synergy and collaboration. Sigmoid managers communicate the schedule to team members.
- Teams should work from the same physical Sigmoid office.
- Employees are required to have a full working day from the office, in the past we have observed employees walking in post lunch and leaving by early evening. Professionalism is expected from the employees to maintain productivity on the days of office working.
- If an employee is on the bench, employees are expected to adhere to the in-office days requirement set in the policy. These resources should assist with client project work, help team members with bandwidth, use the opportunity to upskill, and stay connected with Sigmoid team members. Employees should follow their practice bench policies, guidelines, and principles and ensure they are available for any work-related activities.

9. Guidelines for Working From Home on Remote Days

- Work Schedule Hours: Employees are expected to work their regular hours as per project requirement.
- Communication & Availability: Employees must be available via email, phone in virtual meetings during work hours.
- Employees are required to have high speed internet connection and phone availability.
- If an employee experiences a home internet or power outage lasting more than one hour, they are required to work from the Sigmoid office.
- If this is not feasible, the employee must apply for a leave of absence, and it will be treated as a regular leave for that day.
- Employees are expected to meet all performance goals and deadlines even on day when they are working remotely.
- Confidentiality and Data Security:
 - Data Protection: Employees must handle all company data in compliance with Sigmoid's data protection policies, ensuring confidentiality and integrity at all times during remote working. Hence employees are discouraged to operate on open internet and public areas.

- Secure Work Environment: Employees are responsible for working in a secure environment that prevents unauthorized access to company systems, files, and data—whether working from the office or remotely.

10. Work from home (WFH) Requests

- In exceptional circumstances, employees may be allowed to work remotely on designated in-office days, provided they obtain prior approval from their reporting manager. Such exceptions are granted only on a case-by-case basis and must be justified and documented in line with company guidelines.
- Any areas outside of the ones discussed in the table below will require explicit discussion with the HRBP and will require an HR approval along with a manager approval.
- There is no provision of remote working for holidays or home visits as per this policy.
- Employee cannot have more than 2 such exceptions during a calendar year and the total time for which such exceptions can be utilized cannot exceed 2 weeks each
- All such cases will require explicit approvals from the reporting managers and HR Business. In certain cases, a skip level approval might be required as well.

Situations	Recommendation (all categories require supporting documents and explicit approval from manager and HR)
<ul style="list-style-type: none"> • Medical Emergencies - Employee (Up to 2 Weeks, not applicable for conditions where the employee is judged incapable to operate effectively by the management / HR) 	<ul style="list-style-type: none"> • Employees recovering from a medical condition may be allowed to work from home for up to 2 weeks, based on written medical advice, and Manager approval, considering business and client deliverables. • If remote work impacts project timelines or delivery commitments, the employee is expected to apply for paid or unpaid leave, as applicable.
<ul style="list-style-type: none"> • Bereavement 	<ul style="list-style-type: none"> • Up to 1 week (on top of Bereavement leave) • Limited to cases where a next of kin is impacted
<ul style="list-style-type: none"> • Own Wedding 	<ul style="list-style-type: none"> • Up to 1 week (on top of Marriage leave)
<ul style="list-style-type: none"> • Next of Kin Health Issues 	<ul style="list-style-type: none"> • Up to 1 week

11. Non- Adherence to the policy

- All employees and managers are expected to adhere to this policy in both letter and spirit.
- Non-compliance will be considered a violation of company policies and the Code of Conduct and may result in leave deductions or more severe disciplinary action, as deemed appropriate by management.
- Employee cannot have more than 2 exceptions as defined in point 9, during a calendar year and the total time for which such exceptions can be utilized cannot exceed 2 weeks each.

12. Responsibilities

- **Employees:** Adhere to their designated office working days and notify HR and their manager of any challenges. Employees are accountable to be present on the designated days assigned to them.
- **Managers:** Define and communicate office working days to their team, ensure adherence to the plan, and escalate non-adherence to HR. Responsibility of maintaining adherence by their team remains with the managers.
- **HR:** Monitor and track adherence to the plan, provide support and guidance to employees and managers, and implement the escalation plan for non-adherence.
- **Effective Date:** This policy is effective as of 23rd of June 2025 and will be reviewed and updated as necessary.
- **Questions and Feedback:** If you have any questions or feedback about this policy, please reach out to your manager or HRBP (tm@sigmoidanalytics.com).

Version History

Version #	Release Date	Created/Edited by	Reviewed & approved by	Description
1.0	16-Jun-25	Charu Singh	Meena Lochani Guchu Nathani	Reviewed & Approved

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