



Work From Home Policy

Purpose

The purpose of this policy is to empower the veraqa team with a flexible work environment. The Work From Office (WFO) and Work From Home (WFH) policy aims to optimize productivity, foster work-life balance, and adapt to the evolving needs of our business. This policy reflects how every team member can contribute effectively, and achieve professional success while enjoying flexibility in their work arrangements.

Working model

The veraqa team will be following a Work From Office (WFO) model on Monday, Tuesday, Wednesday, & Thursday, while Friday will be an optional Work From Home (WFH).

Those working from home on the WFO days (i.e., Monday, Tuesday, Wednesday, and Thursday) will be marked absent on that specific day, and 1 leave will be deducted from their Annual Leaves. In case their Annual Leaves Balance is zero, the negative leaves balance will be adjusted from next month's payroll.

- **Exception Scenario:** Any team member having a genuine issue and is unable to come to the office on WFO days, **must** get **prior** approval from the respective Delivery Manager/Lead as per the policy and keep peopleexcellence@qorverse.com in the loop every time so that the People Excellence team won't mark the individual absent on that day.
- **Delivery Managers/Leads:** If the DMs approve any exception, they are required to publish the case to the CSU Business Unit Head and peopleexcellence@qorverse.com.

Attendance Management

On WFO days, the team will mark attendance through the attendance machine with the registered biometric or RFID cards. If someone marks attendance through FlowHCM (Desktop Web or Mobile App), it will be considered as WFH i.e. absent.

On WFH days, the team will mark their attendance through FlowHCM **"Time in and Time out"** on the Web or Mobile Application on the same day. If anyone is unable to mark their attendance,

then they must apply for their missing entry through FlowHCM which will be directed to the Delivery Managers/Leads for approval within two working days.

Guidelines for conducting and attending meetings when WFH

When working from home, it is expected that the employee will be working and taking meetings only from the office laptop, not from a cell phone.

Users joining the meeting should keep their cameras turned on as it is a powerful way to maintain a human connection in a virtual meeting.