

## 28. Flexible Working Hours Policy

### Purpose

The purpose of this policy is to provide employees with flexibility in their work schedules while ensuring that company productivity, client commitments, and project deadlines are never compromised. This policy balances employee work-life needs with Qubify's operational requirements.

### Scope

This policy applies to: - All permanent and probationary employees of Qubify. - Applicable for both in-office and hybrid work models. - Not applicable to interns or contractual staff unless explicitly approved by management.

### Policy Guidelines

a. Core Working Hours - All employees must be present and available between 10:00 AM and 5:00 PM IST for collaboration, meetings, and team coordination. - Flexible hours can be scheduled outside core hours, with prior manager approval, as long as the total daily working time requirement is met. b. Daily & Weekly Hours Requirement - Full-time employees must complete 9 working hours per day (including lunch/breaks) or 45 hours per week. - Any deviation must be approved by the reporting manager in advance. c. Flexibility Conditions - Flexibility cannot impact client deliveries, project timelines, or internal meeting commitments. - Any recurring pattern of late starts or early logouts without prior approval will be considered a violation and may result in disciplinary action.

### Approval Process

- Employees requesting adjusted work timings must submit a Flexible Hours Request Form at least 1 working day in advance. - Approval is at the sole discretion of the reporting manager and may be revoked if performance or attendance issues arise.

### Remote Flexibility

- For hybrid and remote roles, flexible hours must still align with project and client time zones. - Availability during core hours remains mandatory, even for overseas projects.

### Monitoring & Accountability

- Time-tracking tools provided by the company must be used at all times. - HR will review attendance reports monthly to ensure compliance with flexible working agreements.

### Disciplinary Action for Misuse

- First offense: Verbal warning. - Second offense: Written warning and possible revocation of flexible hour privileges. - Repeated misuse: Salary deductions, loss of flexibility benefits, or termination.