

Flexible Work Arrangements

August 1, 2014

This Flexible Work Arrangement provides an opportunity to work-from- home in relation to certain conditions and offers a unique opportunity to cultivate a rewarding career and professional relationships, addressing the travel requirements of our company, while balancing modern work-related stresses such as daily commutes and family needs.

Applicability: All permanent *MicroSave* employees who have completed minimum one year service.

Conditions & Situations	Considerations	Operating Parameters	Operating Guidelines
Long assignments outside of home base.	Employee has been away for more than 4 weeks.	Allowed "work-from-home" 1 - 2 days per week for a month, after return from assignment.	<ul style="list-style-type: none"> Respective DLs prior approval required in each case/occurrence. Employees must respect the decision of the DL which is considered as final to requests for Work From Home. Additionally employees agree to attend pre-scheduled work meetings, calls, training sessions and/or similarly required work-related events.
Employees working over weekends on clients or office based assignments.	Employee works 2 weekends in a month.	Allowed "work-from-home" 1 - 2 days per week in a month	
Nature of work - e.g. when long report writing is required / employee may be better placed to work offline; without interruptions or disturbance for a certain time period.		Limited to 10-15 days in a year.	
Difficult civic conditions (whilst at home base), for e.g. civil unrest, difficult traffic conditions expected etc.		For such occurrences / instances limited to "work-from-home" max 1 - 2 days per month.	