1. Flexible Work Arrangements Policy

Version: 2025-01
Company: NMT
Region: Global (EN)

---

2. Purpose and Scope

The Flexible Work Arrangements Policy supports the diverse needs of employees while ensuring operational efficiency. It outlines available flexible arrangements, eligibility criteria, and approval processes. This policy applies to all employees across NMT.

---

3. Definitions

1. **Flex-Time:** Allows employees to choose start and end times within management-defined limits.

2. **Compressed Workweek:** Total weekly hours completed in fewer than five days (e.g., four 10-hour days).

3. **Remote Days:** Designated days employees work from outside the office.

4. **Hybrid Schedules:** Split between in-office and remote work.

5. **Part-Time:** Working fewer than 30 hours per week.

6. **Job Sharing:** Two employees share the responsibilities of one full-time role.

---

4. Guiding Principles

• Work-life balance
• Productivity
• Inclusion
• Fairness
• Business continuity

---

5. Eligibility Criteria and Approval Process

5.1 Eligibility Criteria

• Minimum six months of service
• Consistent performance and reliability
• Role suitability based on operational needs

5.2 Approval Process

1. Employee submits a formal request to their manager.

2. Manager evaluates based on business needs and performance.

3. Manager consults HR for compliance and documentation.

4. HR provides final approval and updates HRIS.

---

6. Types of Arrangements

6.1 Flex-Time

Description: Employees choose start/end times within core hours.
Pros: Autonomy, work-life integration
Cons: Scheduling conflicts, requires communication

6.2 Compressed Workweek

Description: Longer hours across fewer days.
Pros: Extended weekends, reduced commuting
Cons: Longer days may cause fatigue

6.3 Remote Days

Description: Working from home on scheduled days.
Pros: Reduced commute, flexibility
Cons: Potential isolation, requires discipline

6.4 Hybrid Schedules

Description: Mix of in-office and remote work.
Pros: Balanced structure
Cons: Coordination challenges

6.5 Part-Time

Description: Fewer than 30 hours weekly.
Pros: Flexibility
Cons: Reduced income, potential progression impact

6.6 Job Sharing

Description: Two employees share a full-time role.
Pros: Shared responsibilities
Cons: Requires strong communication

---

7. Application and Approval Workflow

1. Employee submits request via HRIS.

2. Manager reviews and discusses with the employee.

3. Manager consults HR.

4. HR updates HRIS upon approval.

5. Employee receives confirmation.

Text-Based Process Flow:
Request Submission → Manager Review → HR Consultation → Final Approval →
Confirmation

---

8. Trial Periods and Review Cycles

Flexible arrangements begin with a three-month trial period. Afterward, managers review
effectiveness and may adjust based on feedback.

---

9. Expectations for Communication and Availability

Employees must maintain communication, remain available during core business hours,
and participate in regular check-ins.

---

10. Performance Management Under Flexible Arrangements

Performance expectations remain unchanged. Managers evaluate based on deliverables and
outcomes, not hours worked.

---

11. Confidentiality, Data Security, and Equipment Use

Employees must protect confidentiality and data security while working flexibly. Company-
issued devices must be used according to IT security policies.

12. Impact on Pay, Benefits, and Leave Accrual

Pay and benefits remain unchanged if employees maintain agreed hours. Leave accrual follows existing company policy.

13. Global Considerations

Managers should consider time zones and cross-border team impacts, establishing clear collaboration practices.

14. Termination or Modification of Arrangements

The company may modify or terminate arrangements based on business needs or performance. Employees will be notified in writing.

15. Monitoring, Audits, and Policy Review

The policy will be reviewed annually. Employee and manager feedback will inform improvements. Compliance audits may be conducted.

16. Case Studies

16.1 Flex-Time for a Parent

Sarah adjusts her schedule to 8 AM–4 PM for childcare, improving satisfaction and productivity.

16.2 Compressed Workweek for Operations Staff

John works four 10-hour days and enjoys extended weekends.

16.3 Cross-Border Hybrid Role

Emily collaborates effectively with an international team through scheduled meetings and structured hybrid work.

16.4 Job Sharing in Marketing

Lisa and Tom share a manager role, providing consistent coverage and diverse perspectives.

16.5 Part-Time for a Student

Mark works 20 hours weekly, balancing studies and work successfully.

---

17. Sample Request Form

Employee Name:
Department:
Type of Arrangement Requested:
Proposed Schedule:
Reason for Request:
Manager's Name:
Employee Signature:
Date:

---

18. Extended FAQ

1. Can I request a flexible work arrangement anytime?
Yes, subject to business needs.

2. What if my request is denied?
Discuss with your manager or revise the request.

3. How is performance evaluated?
Based on outcomes and deliverables.

4. Can I change my arrangement?
Yes, through the approval process.

5. What if I change roles?
New arrangements must be reassessed for role suitability.

6. Are some roles ineligible?
Yes, depending on operational requirements.

7. How does this apply to part-time employees?
They are eligible, subject to business needs.

8. What happens if issues arise during flexible work?
Performance management processes apply.

9. Can I work from another country?
Requires HR consultation for legal compliance.

10. How often is the policy reviewed?
Annually.

11. Can I terminate my arrangement?
Yes, via written notice to manager and HR.

12. How do I ensure data security remotely?
Follow IT security policies and use company-issued devices.

---

19. Appendix: Global Benchmarks and Best Practices

• Companies offering flexible work see around 20% higher employee satisfaction.
• Best practices include regular check-ins, a culture of trust, and remote work training.