

Flexible Work Arrangements Policy

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Company: NMT

Region: Global (EN)

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1. Purpose and Scope

The Flexible Work Arrangements Policy outlines NMT's commitment to supporting diverse employee needs while ensuring operational efficiency and maintaining business continuity. The purpose of this policy is to define available flexible work options, establish eligibility criteria, and outline approval and governance processes to ensure fairness and consistency across all departments.

This policy applies to all employees across NMT, including full-time, part-time, temporary staff, and those participating in company-sponsored programs. It covers all flexible work structures approved for use within the organization.

2. Definitions

Flex-Time

Allows employees to select start and end times within manager-approved core business hours.

Compressed Workweek

Enables employees to complete their weekly hours in fewer than five days (e.g., four 10-hour workdays).

Remote Days

Designated days on which employees work from a non-office location, such as home.

Hybrid Schedules

A structured combination of remote and onsite workdays.

Part-Time

Employment arrangement where employees work fewer than 30 hours per week.

Job Sharing

Two employees share responsibilities, tasks, and schedules of a full-time role.

3. Guiding Principles

NMT evaluates and administers flexible work arrangements based on the following principles:

- **Work-life balance** – Supporting personal well-being and employee needs.
 - **Productivity** – Ensuring flexibility aligns with high performance and service levels.
 - **Inclusion** – Providing equitable access to flexible work options.
 - **Fairness** – Making decisions consistently and transparently.
 - **Business continuity** – Maintaining operational readiness and team coverage.
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4. Eligibility Criteria and Approval Process

4.1 Eligibility Criteria

Employees may request flexible arrangements if they meet the following criteria:

- A minimum of six months of continuous service
- Demonstrated consistent performance and reliability
- A role deemed suitable for flexibility based on operational, security, and customer-facing needs

4.2 Approval Process

1. Employee submits a formal request to their manager.
2. Manager reviews request, evaluating role requirements and team impact.
3. Manager consults HR for compliance, documentation, and alignment with policy.
4. HR provides final approval and updates the HRIS system to reflect the arrangement.

Approvals are granted based on business needs, fairness, and operational feasibility.

5. Types of Arrangements

5.1 Flex-Time

Description: Employees choose start and end times within defined core hours.

Pros: Greater autonomy, improved work-life integration.

Cons: Requires clear coordination to avoid scheduling conflicts.

5.2 Compressed Workweek

Description: Longer daily hours spread across fewer days.

Pros: Extended weekends, reduced commuting.

Cons: Potential fatigue from longer workdays.

5.3 Remote Days

Description: Scheduled days where employees work remotely.

Pros: Increased flexibility, reduced commuting time.

Cons: Potential isolation; requires self-management and structured communication.

5.4 Hybrid Schedules

Description: Combination of remote and onsite days on a recurring schedule.

Pros: Balanced structure supporting collaboration and flexibility.

Cons: Requires coordination to align team presence.

5.5 Part-Time

Description: Employees work fewer than 30 hours each week.

Pros: Provides significant flexibility.

Cons: May affect income and long-term role progression depending on structure.

5.6 Job Sharing

Description: Two employees divide responsibilities for a full-time role.

Pros: Shared workload, diverse strengths supporting role outcomes.

Cons: Requires strong communication and coordination between shared-role employees.

6. Application and Approval Workflow

1. Employee submits request via HRIS.
2. Manager reviews, meets with employee, and evaluates operational impact.
3. Manager consults HR for compliance and documentation checks.
4. HR finalizes approval and updates the HRIS system.
5. Employee receives written confirmation.

Text-Based Flow:

Request Submission → Manager Review → HR Consultation → Final Approval → Confirmation

7. Trial Periods and Review Cycles

All flexible arrangements begin with a three-month trial period. Following the trial:

- Managers assess arrangement effectiveness against performance, communication, and operational needs.
 - Adjustments may be made, or the arrangement may be continued or discontinued. Regular review cycles may be undertaken semi-annually.
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8. Expectations for Communication and Availability

Employees participating in flexible work arrangements must:

- Remain available during designated core business hours
 - Maintain regular communication with teams and managers
 - Participate in scheduled check-ins, virtual meetings, and required in-office activities
 - Respond promptly to work-related communications
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9. Performance Management Under Flexible Arrangements

Performance expectations remain unchanged. Evaluations are based on:

- Deliverables
- Quality of work
- Timeliness
- Collaboration and communication

Flexible work arrangements do not exempt employees from meeting performance standards.

10. Confidentiality, Data Security, and Equipment Use

Employees must strictly adhere to data protection and IT security policies, including:

- Using company-issued equipment for work purposes
- Securing devices and protecting confidential information
- Following IT guidelines for remote connectivity, storage, and transmission

- Preventing unauthorized access to corporate systems or data
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11. Impact on Pay, Benefits, and Leave Accrual

- Compensation and benefits remain unchanged for employees maintaining their agreed-upon hours.
 - Leave accrual follows standard HR policies and may vary for part-time employees.
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12. Global Considerations

Team leaders must consider global differences in time zones, cultural norms, and customer requirements. Explicit communication practices should be established to ensure effective collaboration across borders.

13. Termination or Modification of Arrangements

NMT reserves the right to modify or terminate flexible arrangements when:

- Business needs change
- Performance concerns arise
- The arrangement impacts team coordination or service delivery

Employees will receive written notice detailing changes or termination.

14. Monitoring, Audits, and Policy Review

- Regular reviews ensure arrangements align with business needs and employee engagement.
 - HR may conduct audits to confirm compliance.
 - This policy is reviewed annually and updated as necessary based on employee feedback, operational insights, and industry trends.
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15. Case Studies

15.1 Flex-Time for a Parent

Sarah adjusts her schedule to 8 AM–4 PM to support childcare needs, resulting in improved productivity and engagement.

15.2 Compressed Workweek for Operations Staff

John works four 10-hour days, enabling extended weekends and improved work-life balance.

15.3 Cross-Border Hybrid Role

Emily collaborates across time zones and uses structured hybrid scheduling to ensure global team alignment.

15.4 Job Sharing in Marketing

Lisa and Tom jointly manage a full-time marketing role, offering expanded coverage and complementary strengths.

15.5 Part-Time for a Student

Mark works 20 hours weekly, balancing academic commitments with steady work output.

16. Sample Request Form

Employee Name:

Department:

Type of Arrangement Requested:

Proposed Schedule:

Reason for Request:

Manager's Name:

Employee Signature:

Date:

17. Appendix: Global Benchmarks and Best Practices

- Organizations offering flexible work arrangements achieve up to 20% higher engagement and satisfaction levels.
 - Best practices include establishing regular check-ins, maintaining a culture of trust, and offering training for remote or hybrid work practices.
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This Flexible Work Arrangements Policy supports NMT's commitment to fostering a workplace that balances operational excellence with employee well-being, ensuring flexibility, fairness, and consistent standards across global teams.