



FLEXIBLE WORK POLICY

Version 1.0

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1 Purpose

The purpose of this policy is to establish clear guidelines for hybrid work arrangements, balancing flexibility with the need for effective collaboration, team integration, and individual development. It also establishes criteria for exceptions to work-from-office requirements and defines the responsibilities and expectations for Associates availing work-from-home, ensuring alignment with both organizational needs and Associate well-being.

2 Scope

This policy applies to all Associates and trainees working in Experion Technologies (India) Pvt. Ltd.

3 Work-from-Office Guideline

3.1 Associates Hired from Campus Placement program:

Associates who are hired from campus are required to work from the office **5 days per week** for their **first TWO years** to foster learning, mentorship, and team integration.

3.2 Project-Specific requirement:

If a project or team demands the availability of its members in the office due to the nature of the job or customer requirements, the Associates who are associated with such project or team are expected to work from the office **5 days per week**, overriding any previously approved work-from-home arrangements.

3.3 General guidelines for other Associates:

Associates who are not covered under 3.1 or 3.2 above are required to work from the office for a minimum of **3 days per week** to ensure consistent team collaboration and foster in-person engagement.

4 Exceptions

Associates may be eligible for exceptions from the work-from-office requirement, subject to necessary approvals, under the following circumstances:

1. Health-Related Conditions

Associates with documented medical conditions or health issues that limit their ability to commute or be in the office full-time.

2. Caregiving Responsibilities

Associates who are primary caregivers may be considered for work-from-home arrangements under the following situations:

- a. Caring for children up to the age of 18 months.
- b. Caring for elderly parents with medical conditions requiring constant care or bedridden.
- c. Sole caregiver for a disabled family member requiring continuous support.

3. Other Cases

Any other situations not covered in the above categories may be objectively considered by the department head and HR based and permission will at their discretion.

5 Application for Exception and Approval Process

To request an exception, Associates must submit a formal email application to their respective Business HR, copying their Reporting Manager and Head of Department (HOD). Relevant documentation should be provided as applicable. Approval will be granted based on Business HR's review, in consultation with department leadership.

6 Pre-Requisites for Associates Working from Home

6.1 Dedicated Workspace

Associates working from home are required to have a dedicated workspace free from distractions to ensure productivity and professionalism.

6.2 Uninterrupted Power and Internet

Associates are responsible for ensuring uninterrupted power and internet connectivity during work-from-home to maintain smooth operations and avoid disruptions.

6.3 Professional Grooming and Attire and Availability for Video Calls

Associates working from home are expected to maintain the same grooming and attire standards as in the office, ensuring they present themselves professionally during any video calls or virtual meetings. While working remotely, associates should also be ready and available to join video calls when required to ensure effective communication and collaboration.

6.4 Adherence to Office Work Timings

Associates must follow the same office work timings while working from home. If breaks are required, they must notify their manager. Additionally, attendance and leave procedures must be followed as per standard office practices.

6.5 Notification of Address Changes and Travel Plans

Associates are expected to be available for work at the home address confirmed in HR records. If an associate is working from a different location, they must inform their manager without delay and ensure adherence to the other pre-requisites. Associates are not permitted to work from outside India without prior notice. Any international travel or relocation must be formally applied for and approved by the Reporting Manager, Head of Department (HOD), and Business HR.

6.6 Applicability of Organizational Policies and Employment Terms

While working from home, all organizational policies, processes, rules, regulations, and terms and conditions of employment, including but not limited to those related to confidentiality, data security, code of conduct, and performance expectations remain in full force and effect. Associates are expected to uphold the same standards of professionalism, compliance, and accountability as required within the office environment. Any breach of these obligations may be subject to appropriate disciplinary action in accordance with company policies.

7 Reporting to Office for Business Needs

While exceptions to the Work-from-Office policy may be granted to the Associates, they are required to report to the office when critical business needs arise. Even if work-from-home arrangements have been approved, Associates must prioritize organizational requests and be available to attend the office as needed. These requirements may be driven by project demands, business priorities, or other operational needs.

It should be noted that Associates are not eligible for travel or accommodation allowances when reporting to their designated work location, as this is not considered business travel.

8 Authority

The Human Resources group reserves the right to revise or revoke this policy.

9 Revision History

Version	Date	Author	Reviewer & Date	Approver & Date	Change Description
1.0	09-Oct-2024	Anjana Raghavan	Lakshmi Sharma 11-Oct-2024	Suresh V.P. 04-Dec-2024	Initial version