Hybrid Workplace Policy

Valtech India Systems Pvt Ltd.

Feb 15, 2024

Version 1.1

Revision History

Version #	Date	Key changes
0.1 (Draft 1)	12 Jul 2023	All
0.2 (Draft 2)	14 Jul 2023	Sec 5.1.5, 5.3.5, 6.6
1.0	24 Jul 2023	
1.1	15 Feb 2024	Sec. 3.3, 3.4, 3.5. 5.1.6, 5.1.7, 5.1.8,

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1.Background

Organizations have seen huge transformations in how they operate the workplace during COVID-19 pandemic caused "remote working" since 2020. Flexible work schedules, remote team members and a focus on the employee experience are just some of the focal points for current businesses.

We started fully working from remote at the onset of pandemic and after some months some of our colleagues started returning to offices many days a week. This combined mode of working has been referred as "hybrid mode" in general worldwide. The hybrid workplace brings the best of both worlds – it combines the flexibility of remote mode with excellent in-person collaboration and communication of physical office spaces. Valtech India is formally adopting this hybrid workplace model.

This policy document outlines the first evolution of formal model of hybrid workplace, this policy and working model will evolve in the future as we as an organization learn from the implementation. This policy will be revised, republished and re-applied time to time.

2.Key objectives of hybrid workplace policy

Following are the key objectives of this policy:

2.1 Meet the needs of high risk, critical and sensitive projects demand as well as demands of customers for working from offices

2.2 Ensuring better collaboration and sustained productivity

2.3 Continuous focus and alignment of our culture

3. Policy statement

Above stated key objectives will be met and flexible hybrid workplace will be implemented by means of following stated workplace mode options.

3.1 Option 1: Work from offices for minimum of two (2) days a week. Further, the reporting managers (business and functional managers) are authorized to determine and implement the number of days beyond 2 days per week for working from office.

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3.2 Option 2: Work from office for 10 continuous weekdays (excluding in between weekend days and including Valtech local public holidays) from Monday through Friday of following week.

Opting for option 1 or 2 must be done in discussion and agreement with the reporting manager in advance.

3.3: Leadership team members
: Those in leadership role (practice and functional heads) to be working from offices for minimum +1 day/week than delivery associates. Which means if the weekly minimum working from office (WFO) requirement is 2 days/week as per the policy, the leadership member needs to WFO for minimum 3 days/week. +1 day WFO will still be applicable if any modifications made to base number of 2 days/week of WFO. However, the maximum WFO days will not exceed to 5 days/week.

3.4: Functional / Support department team members:
All roles in business support functions to be working from offices for minimum +1 day/week than delivery associates. Which means if the weekly minimum working from office (WFO) requirement is 2 days/week as per the policy, all roles in supports functions needs to WFO for minimum of 3 days/week. +1 day WFO will still be applicable if any modifications made to base number of 2 days/week of WFO. However, the maximum WFO days will not exceed to 5 days/week.

3.5:
Changes mentioned under clauses 3.3 and 3.4 will come into effect from 1st March 2024.

4. Applicability and scope

This policy is applicable to all the associates who are on rolls of Valtech India including employees, trainees, contractors and sub-contractors.

5. Policy description

5.1 Number of days

5.1.1   The nature of customer engagement, nature of your job and demands of the business will determine number of days to be working from offices above and beyond two days per week.

5.1.2   Associates are welcome to work number of days more than the two options stated in above section of this policy.

5.1.3   The business line managers (Practice Head, Program / Project Managers), Reporting Managers and Functional Heads/Managers will decide for their team the number of days required to be in offices above and beyond the number of days prescribed in this policy.

5.1.4   One can choose the days in the week for working from offices. The nature of our work is team based and collaborative. Hence, each team is encouraged to choose days in the week that will enable them to work together in-person.

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5.1.5   Desk Booking App (currently SeQure app): The desk booking app will let you know which floor(s) and desks are available for a given date and book your meal as applicable. You can book days in advance or at the latest before 7 pm the day before your coming to the office. Please use the allocated floor and desk for your respective practice. Please refer to the Valtech India: Desk booking app user guide for the process to block the seat.

5.1.6   Associates must use access control cards (issued by P&C team) for accessing office doors while WFO. P&C will consider WFO inputs from both SeQure app logs as well as access control system for data correctness.

5.1.7   All associates are expected to fill their timesheet as per the global timesheet policy and also apply for leave when taken in OpenAir mandatorily on every Fridays.

5.2 Guidelines for working from remote

5.2.1   **Broadband connection:** Use broadband connection, void using low speed data card/USB card connections while working from remote. You are recommended to subscribe to high quality and higher bandwidth broadband connection and ensure there is no disruption in the connectivity. Such broadband connection fee will be reimbursed at Rs. 750/- per month per employee. This reimbursement will continue until further notice. If one has availed company provided data card then broadband reimbursement will not be applicable.

5.2.2   **UPS backup:** Ensure there is UPS backup for your broadband connection and laptop for uninterrupted working. Please take note, when there is a power outage, it will impact collaboration with your team and customers.

5.2.3   **Video for online meeting calls:** Recommended to keep the camera on during online meetings or online calls while remote working. It is mandatory to switch on camera while on a call/meeting with customers.

5.3 Other policies and process related to hybrid workplace

5.3.1   Relocation guidelines Update:

- Relocation Policy applicable, please refer to policy document:
  https://valtechindia.peoplestrong.com/home.jsf?cid=2#/
- One-time relocation allowance is applicable to associates joined on or after 23rd of March 2020 and have to relocate to their base office.
- One-time relocation from one base office to another on or before 31st Dec 2023, based on manager's approval.
- Eligible associates must obtain approval from respective reporting manager before initiating relocation. All relocation to go through RMs and P&C BPs
- Employee to intimate GenAdmin and P&C teams, a week prior to the relocation, to make necessary arrangements, as applicable

5.3.2   New member on-boarding: On-boarding on the day of joining process is advised to take place in-person at the base office location for joining formalities.

5.3.3   Exit Management: Exiting associates is advised to visit base work office on their last working day to return Valtech assets and complete the exit formalities.

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5.3.4   Shift system: Associates working in non-regular shifts will be provided with shift facilities as per the Shift and Transportation Policy. Please book your seat using desk booking app for the shift assigned to you by your reporting manager.

5.3.5   Hybrid workplace related grievance redressal: You are requested to report your grievance to your reporting manager and your P&C BP, which will be addressed by them.

5.3.6   Transportation for after office hours: Transportation will be available as per the Shift and Transportation Policy.

5.3.7   Attendance marking: Please refer to section 5.1.6 to 5.1.8

6. Stakeholders and their responsibilities

- **Associates** – Adherence to work for a minimum of 02 days a week in office. Leadership team and functional / Support Department team members to refer section 3.3 and 3.4
- **Reporting Managers** – Summary of organizing days in work for in-person collaboration
- **P&C BP** – Handle grievances, maintain and administer attendance across practices/functions
- **Leadership Team** – Monitor and enable the success of Hybrid Workplace model
- **Admin Team** – Ensure logistics are facilitated towards the hybrid working model
- **IT Team** – Internet connectivity and IT related equipment as the case may be to be enabled and made available at workstations
- **TA Team** – Support and guide eligible associates with respect to relocation

7. Important co-ordinates

- You may reach out to respective P&C BP for any P&C related issues or drop an email to India People&Culture Team – IN.PeopleCulture@valtech.com
- General Admin related: to Cafeteria, Transport, Housekeeping, Parking, Office facilities, etc. to be reached to General Admin-team – IN.generaladmin-team@valtech.com
- IT related issues to be raised through the service desk ticketing system.
- For relocation related queries you may reach out to Talent Acquisition Team – IN.TalentAcquisition@valtech.com

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8. Hybrid workplace related FAQs

1 What is Hybrid workplace model?

Hybrid workplace is a flexible work model that supports a blend of in-office and remote. A few days are stipulated during the week to work from office and some days remotely.

2 Why the Hybrid way?

Change is the only constant. As we transitioned from working from office to completely remote during pandemic, we have noticed a few challenges that have surfaced while working completely remote and we want to be more together than apart as an organization and colleagues.

3 For which roles the hybrid workplace model applicable?

All the associates who are on rolls of Valtech India entities including trainees, and Contractors Sub-contractors.

4 When is the hybrid workplace policy coming into effect?

Effective from Aug 1st, 2023

5 How many days in a week should I come to office?

Minimum of two (2) days a week to be in office, further, beyond 2 days per week will depend on project or customer engagement or nature of job. This defined minimum number of days per week subject to change in policy in the future. Leadership team and functional team members to refer session 3.3 and 3.4

6 Can I work 10 days continuously and the rest of the month working from remote?

Yes, you can choose option 1 or 2 as described in section 3.2.

7 Can I work continuously two shifts to cover 02 days of work in a week?

No, continuous shift is not advisable.

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8 Can I opt for long-term working from remote?

No, there is no option to long term work from remote.

9 Will Valtech continue to be hybrid workplace going forward or do we have to come all 5 days?

Currently from 01st August 2023 we are working minimum 02 days a week from office and as the policy evolves you will be notified.

10 During interview, it was mutually agreed for long-term working from remote?

Currently we are moving towards hybrid model effective 01 August 2023. We recommend discussing with respective reporting managers and P&C BP for transitioning into Hybrid workplace.

11 I am currently in my hometown; can I work from another Valtech office near my hometown other than my original base office location?

Yes, you can, based on your manager's discretion and availability of seats in the office.

12 Currently I have some personal commitments; hence can I extend working from remote for some more time?

We suggest you make necessary arrangements and adopt hybrid workplace model from 01 August 2023. We recommend discussing with respective reporting managers and P&C BP for transitioning into Hybrid model. Now it is mandatory from to work from office as per hybrid workplace policy from 1 Feb 2024.

13 My child/ren have been admitted to school in my native, do I need time to relocate?

We suggest you make necessary arrangements and adopt hybrid workplace model from 01 August 2023. We recommend discussing with respective reporting managers and P&C BP for transitioning into Hybrid model. Anybody taken exception to work remotely during 2023 academic year must relocate to base office location to work from office from academic year of 2024.

14 Is 9 hours in office mandatory?

We are flexible, however please align with your reporting manager to work on your timings.

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15 Am I eligible for Relocation Policy?

Yes, if you have joined Valtech on or after 23rd March 2020 from any location other than your Valtech base work location. Please refer to Relocation policy.

16 Is relocation policy applicable for those who travelled to their hometown during pandemic?

No, relocation policy is not applicable for those who have relocated from their base location to hometown during the pandemic.

17 Can I avail salary advance for house rental advance (security deposit) for relocation?

Yes, you may avail the facility as per the Financial Assistance Policy.

18 Can Valtech GenAdmin team help finding a rental house / accommodation near office?

Valtech GenAdmin can assist connecting you to real estate service providers in the area. You are required to engage with such external service providers further.

19 What if I don't get seat near my team members through desk booking app (SeQure)?

We suggest you block your seats in advance on daily/weekly basis. Let us use desk booking app and following the policy, we believe, a manageable pattern will emerge.

20 I work on non-regular shifts; Is the office open 24/7?

Yes, Bengaluru office is open 24/7, for other locations please reach out to General Admin Team.

21 I work on non-regular shifts; can I avail cab facility?

Please refer to the Shift and Transportation Policy.

22 I work on non-regular shifts, is dinner provided?

Yes, please refer to the Shift and Transportation Policy.

23 How do I mark my attendance in HRMS - PeopleStrong?

Please refer to section 5.1.6 to 5.1.8

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24 Is the shuttle facility active (to and fro metro station)?

Please refer to the Shift and Transportation Policy.

25 Where should I park my vehicle if the office parking is full?

Parking facility at office premise is on first-come-first served basis at all Valtech offices. No overnight parking except night shift associates.

26 I have urgent need to visit office, but I have not booked desk for today. Can I come to office?

Each office (Bengaluru, Gurugram and Pune) will have a small set of hot desks that can used on first come first served basis without prior booking. Hence, you can visit office and use the desk if it is available. Please note, number of such hot desks will be small number (example, 5 desks in Bengaluru, 2 in Gurugram and 1 in Pune) and these cannot be booked. Availability will be known only on visiting the office premise.

27 Will there be cab facility for women associates working after 8pm?

Please refer to the Shift and Transportation Policy.

28 How do we book the meeting room?

As earlier, we need to book all meeting rooms through MS Outlook.

29 Will dual monitors be provided?

Yes, will be available based on request and availability.

30 Will the Broadband reimbursement of Rs. 750/- per month continue?

Yes, it will continue until further notice.

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