

Policy No: **CAC-010**

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Date Effective: **01/ 06 /2018**

Subject: **Working from Home (WH)**

POLICY:

It is the policy of the CENTRIN AFATEC to grant employees to Work from Home on strict schedule basis.

Working from Home will be provided to every team member whenever possible one day per Month, except for Finance and Sales Department. The opportunity will be given on designated day, i.e. Monday or Friday based on the schedule proposed by either the Project & Support Manager or Operations Manager.

Work from Home is not an additional day off, it is full day working at home and the assigned associate on duty (work from home) must be fully responsible, any violation will result to termination of this assignment for the entire year.

The purpose of Work from Home is to ease transportation issue that increase day by day and train associate to be self-discipline, since the successful of this program depend on all the associate concerned.

This program will be reviewed on semiannual basis and Company reserves the right to terminate this program for specific associate or entire program should the objective is not met.

GUIDELINES:

1. Operational associate who are scheduled to Work from Home responsible to support customer from 8.30 until 17.30 (Office Hour) from Home.
2. Every Team Member will be assigned to Work from Home up to One Day Per Month, and exchangeable among the same department by submitting form and must be approved by Project & Support Manager or Operations Manager.
3. Any schedule change request must be sent by email copying both associates concerned as well as Project & Support Manager and Operations Manager.
4. Working from Home will not reduce OIL or Leave balance.
5. The Team Member that is scheduled to Work from Home, will be provided with data plan allowance to communicate with the customer at IDR 100,000 through claimable expenses.
6. Please make sure that every incident/case being handled must be communicated through Email in written, and Project & Support Manager have the right to assign any support to the associate who is in charge Work from Home.

7. If associate assigned to Work from Home failed to handle support (more than 30 minutes) or solve the problem without proof in written by email, will not eligible to get Working from home schedule until further notice or termination for the right for the whole year.
8. Work from Home is not accumulated, if the associate handle multiple projects and only be in the office for a month, work from home will only be entitled for the particular month, and by assignment not by entitlement.
9. Any other terms and condition will be determined when deemed necessary.