

HRO's Circular No: 02/2024

Human Resources & Finance Departments,  
SriLanka Telecom PLC,  
Colombo 01.  
05 March, 2024

To All Employees,

### **REPEAL of Temporary WFH Equipment Stipend Policies**

#### **1. Purpose**

This circular is a housekeeping measure to formally close out and repeal outdated policies related to temporary stipends issued during the 2020 mandatory remote work period. This is being done to ensure our HR policy manual is clean and current, reflecting the new "Return to Office" (RTO) policy (HRO'S CIRCULAR NO: 01/2024).

#### **2. Scope**

This circular applies to all active and archived company policies. It serves as a formal notice of repeal for specific, outdated circulars.

#### **3. Policies Hereby Repealed**

The following policies are officially repealed and are no longer in effect. They are considered historical documents with no current standing.

- **HRO'S CIRCULAR NO: 01/2019: "Amendment to Flexible Work Arrangement Policy"**
  - *Reason for Repeal:* This policy introduced the \$100 stipend. The base policy it amended (HRO'S CIRCULAR NO: 01/2018) was already superseded by HRO'S CIRCULAR NO: 02/2022, which was in turn superseded by HRO'S CIRCULAR NO: 01/2024. This circular formally closes this stipend policy.
- **HRO'S CIRCULAR NO: 02/2020: "Clarification on WFH Equipment and Temporary Stipend"**
  - *Reason for Repeal:* This policy introduced the \$250 temporary stipend. This was a temporary measure for a policy (HRO'S CIRCULAR NO: 01/2020) that

is no longer in effect. The RTO policy (HRO'S CIRCULAR NO: 01/2024) explicitly discontinues all stipends and reimbursements.

#### **4. Clarification on Current Policy**

As stated in the "Return to Office" (RTO) Policy (HRO'S CIRCULAR NO: 01/2024), SriLanka Telecom PLC. is an in-office-first company.

- There are **no** active stipends for remote work, home offices, equipment, internet, or utilities.
- The \$50/month reimbursement that was active under the Hybrid policy (HRO'S CIRCULAR NO: 02/2022) is also discontinued.
- The company is not responsible for and will not reimburse for any costs associated with a home office setup.

#### **5. Impact on Employees**

This repeal has no impact on any employee, as these stipends were one-time payments and have not been active for several years. This action is purely administrative.

#### **6. Policy Manual Update**

The intranet HR Policy Manual will be updated to move these circulars (HRO'S CIRCULAR NO: 01/2019 and HRO'S CIRCULAR NO: 02/2020) to the "Archived" section. They should not be referenced as active policy.

The single, current source of truth for all work location and arrangement policy is:

- **HRO'S CIRCULAR NO: 01/2024: "NEW 'Return to Office' (RTO) and 'Future of Work' Policy"**

We appreciate your attention to this administrative matter.