

HRO's Circular No: 01/2019

Human Resources Department,
SriLanka Telecom PLC,
Colombo 01.
12 April, 2019

To All Full-Time Employees,

AMENDMENT to Flexible Work Arrangement Policy (HRO'S CIRCULAR NO: 01/2018)

1. Purpose

This circular provides an official amendment to the "Flexible Work Arrangement Policy" (HRO'S CIRCULAR NO: 01/2018), dated February 5, 2018. The purpose of this amendment is to introduce a modest stipend for employees who are approved for exceptional remote work, acknowledging the need for basic home office equipment.

2. Scope

This amendment applies only to those employees who have a formally approved Work From Home (WFH) arrangement as per the process detailed in Section 4 of HRO'S CIRCULAR NO: 01/2018 . This does not apply to employees on Flex-Time or Compressed Work Week schedules.

3. Amendment Details: Introduction of WFH Stipend

Section 4 of the Flexible Work Arrangement Policy (HRO'S CIRCULAR NO: 01/2018) is hereby amended. The original text stated: "Employees approved for WFH are responsible for providing their own equipment... The company will not provide or reimburse for any equipment..."

This is now amended by adding the following provision:

- **Home Office Stipend:** Employees with a *formally approved, recurring* WFH arrangement (i.e., one day per week) are eligible for a one-time, taxable stipend of \$100.
- **Purpose:** This stipend is intended to offset the cost of basic home office equipment such as a keyboard, mouse, or headset.

- **Exclusions:** This stipend is not intended to cover the cost of internet, phone lines, furniture, or computer hardware (which must be company-issued if handling sensitive data).
- **Process:** Eligible employees can claim this one-time stipend through the standard expense reimbursement system by submitting a claim under the new "WFH Stipend" category. No receipts are required for this specific stipend.

4. Reiteration of Existing Policy

All other provisions of the Flexible Work Arrangement Policy (HRO'S CIRCULAR NO: 01/2018) remain in full force and effect.

- WFH remains an exceptional arrangement, limited to one (1) day per week.
- Approval still requires sign-off from a direct manager, Department Head, and the Head of Human Resources.
- All data security protocols must be followed.

This amendment is a minor adjustment and does not signal a change in the company's in-office-first culture. The primary place of work for all employees remains the Sri Lanka Telecom PLC. headquarters.

5. Implementation

This amendment is effective immediately. Employees with an existing, approved WFH arrangement as of April 12, 2019, are eligible to claim the one-time stipend. Employees approved for new WFH arrangements after this date will become eligible upon their 3-month trial period's successful completion.

6. Future Review

The FWA policy and its provisions, including this stipend, will be reviewed annually. The company reserves the right to alter or withdraw the stipend at any time. This amendment is intended to provide minor support, not to cover the full cost of a home office setup.

7. Policy Consistency

This document is to be filed with and considered a part of HRO'S CIRCULAR NO: 01/2018 . When referencing the WFH policy, employees and managers must now refer to both HRO'S CIRCULAR NO: 01/2018 and this amendment, HRO'S CIRCULAR NO: 01/2019 .

We thank you for your cooperation and continued dedication.