

# **Bitwise FlexNXT 2.0 Policy Document**

**Effective Date – 1<sup>st</sup> April 2025**

**Version 2**

# **Bitwise FlexNXT policy 2.0**

## **Purpose:**

At Bitwise, we understand the diverse needs of the employees and therefore value and support flexibility as a part of our hybrid workplace model.

As a part of this, we are revising our FlexNXT policy to explore new ways of working, keeping the core element i.e., balancing the business and the customer needs. Most of the roles within the organization allow some degree of flexibility in terms of when and where work gets done, however we encourage Bitwisers to discuss their ideal work style arrangements with their reporting Managers and jointly work out the scope of the flexibility.

## **Scope:**

This policy applies to all Bitwise India employees depending upon their nature of work. Certain roles due to the nature of the work are not possible to perform from a non-Bitwise facility. Such examples include, but are not limited to:

- Any roles which require physical presence at the office
- Any roles which have a technology constraint
- Any roles which have a security constraint that cannot be maintained from a non-Bitwise facility (e.g., customer contracts, etc.)

Contractors will be governed by MSA terms and conditions.

## The FlexNXT 2.0 Model

Starting from April 1st, 2025, employees are required to work a minimum of 10 working days per month, from office location. This translates to 80 hours work from office in a month (1 day = 8 hours).

Your in-office schedule will be flexible, and you can select days on which you will come to the office in consultation with your reporting manager. We recommend considering team huddles, monthly reviews, client meetings or presentations, and attending in-person training programmes for your own benefit and development and maximize collaboration opportunities. Managers will work with their teams to create schedules that ensure the same.

Regarding work-from-home arrangements, refer to 'Annexure A' in this document.

### Why 10 working days In-Office?

*This policy is made with careful consideration of both business needs and your well-being. Here's how it benefits you:*

<b>1. Balance of Flexibility and Structure</b>  <i>10 working days in the office provides <b>enough facetime to engage in meaningful collaboration while allowing for flexibility in your remote work schedule.</b> This balance helps you maintain autonomy over your workdays while benefiting from in-person team dynamics</i>	<b>2. Improved Team Collaboration and Communication</b>  <i>While video calls and digital tools have served us well, in-office days <b>help strengthen communication, making it easier to align on projects, resolve issues, and engage in spontaneous discussions.</b> These unplanned conversations often lead to better problem-solving and innovation.</i>	<b>3. Stronger Sense of Community and Culture</b>  <i>Maintaining regular physical presence in the office helps <b>reinforce our company culture.</b> It allows you to stay connected with your team and build stronger professional relationships, which are vital for collaboration and morale. It also ensures that new employees get the opportunity to integrate smoothly into the company.</i>
<b>4. Access to Resources and Development Opportunities</b>  <i>The office environment provides <b>access to resources like meeting rooms, high-speed internet, and specialized equipment that may not be available at home.</b> It also enables you to participate in in-person training, workshops, and development sessions that contribute to your career growth.</i>	<b>5. Supporting Mental Health and Work-Life Separation</b>  <i>Coming into the office on a regular basis helps <b>create clear boundaries between work and personal life, promoting mental well-being.</b> Regular in-office days can offer a change of scenery, reduce feelings of isolation, and help you regain a sense of normalcy and routine.</i>	

## **How FlexNXT 2.0 Policy will Work:**

### ***Planning days in-office:***

Your 10 days in-office schedule will be flexible, you will have the freedom to select days on which you will come to the office as long as you align with your manager and team.

### ***Seat Allocation:***

As part of our commitment to create a productive and efficient workspace, a flexible workspace arrangement will be provided. Managers will work with you in creating work schedules and assign workspaces in collaboration with the facilities team.

### ***Canteen Facility:***

The canteen facility will be operational from 9am to 6pm. Canteen facilities will be made available during that time, and you can purchase them at your own expense.

### ***Attendance tracking in this Hybrid Model:***

1. Our official working hours are 8 hours. Hence, 1 day of work will be considered equal to 8 hours in the office per day. Attendance requirement will be 8 hours X 10 working days = 80 hours of work in a month from the office.
2. We will use Ascent to log in-office days and for the days you work from home, you will apply for “work from home (WFH)” in Ascent. This will allow you to view your progress in real-time.
3. Each time you work from the office, you will swipe in your ID card. This will help both you and your manager ensure that you meet the monthly requirement.
4. Any leaves to be taken should be discussed with your manager considering the monthly requirement and entered in the system as per the usual process.
5. Managers will monitor attendance periodically in Ascent to make sure their team members meet their 10 days in-office requirements. If you face any difficulties scheduling your office days, your manager will assist in finding an arrangement that works for you and the team.
6. If you are unable to attend the office on the in-office schedule days, you will need to raise an exception approval request with your manager.

### ***Exceptions and Adjustments***

1. If a specific role requires more frequent in-office days due to the nature of the work, your manager will inform you in advance and work out a schedule that balances these needs with flexibility.
2. If you work out of Client location, then your in-office schedule will be decided by the client and your manager
3. Any roles which are approved for permanent work from home due to any critical reasons need to be communicated explicitly to the HR team.

### ***Monthly Review and Governance:***

1. At the end of each month, managers/HR will review in-office attendance to ensure compliance with the hybrid work model. This review will not only ensure that the project level in-office requirement is being met but also provide an opportunity for feedback on how the model works for each team and employee.
2. If any concerns arise about missing the required in-office days these will be addressed proactively in monthly check-ins with your manager.
3. Any consistent non-compliance with the agreed 10 working days in-office model will be highlighted to your manager and will be liable for warning and further action as deemed fit.

Management will have the right to append/update/modify the policy as per business requirement.

## **Annexure A**

- During your WFH you will take utmost care and ensure there is no Impact on Project Deliverables, Customer Satisfaction and Business Continuity.
- You will ensure you have a suitable and a dedicated space to work from home.
- You will need good internet connectivity and required Infrastructure that enables you to work productively without interruptions.
- You will be available during the assigned business hours and respond promptly on all communication modes i.e. Email, Phone, Teams etc.
- If there is interruption to your work during WFH (Power Cut, No Internet, or other infrastructure problem) you will be required to apply for leave – CL or EL from your leave balance.
- In case of leave during work from home, you shall take prior approval from respective PM in the manner that is identical to the process followed in case of the physical presence while working from office.
- You will not be provided with any additional Machine/Equipment unless already assigned.
- If any equipment or asset {as an exception, on Business need} is provided by Bitwise to work from home, it is your responsibility to take care of the said equipment and assets and any loss or damage will be recovered from you.
- Prevention from Environmental hazards like Fire, Water spillage, Electric Currents etc. of the assigned asset to the employee.
- You must ensure that any such equipment additionally provided is returned at the end of the arrangement in acceptable working condition.
- You might be required to come to office if circumstances demand. The expenses incurred during such visit will have to be taken care by the individual.
- While working from home you are required to comply with all Security and Confidentiality requirements and related policies of Bitwise and clients. You will be governed by all the rules and regulations of the organization, including data security policies and procedures while working remotely.
- You are required to adhere to all Bitwise Policies while working from home. Failure to comply with any aspect of this policy or any other Bitwise policies during WFH may lead to disciplinary action.

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