

# Bitwise FlexNXT 2.0 Policy Document

FAQs

## **Bitwise FlexNXT policy - FAQs**

We believe that this new Hybrid working model will offer the best of both worlds—a healthy balance between **remote flexibility** and the **valuable interactions that occur in-office**. Our goal is to create an environment where everyone can thrive, be productive, and continue to grow.

If you have any questions or need further clarification, please refer to this **FAQ document** or feel free to reach out to your manager or HR Business partnering team.

We appreciate your cooperation and commitment to making this transition a success!

### **1. What is new in the FlexNXT 2.0 policy?**

Starting from April 1st, 2025, Bitwisers are required to work a minimum of **10 working days each month from the office location**, while the remaining days can be worked remotely (only in India), based on the team's requirements and business needs.

### **2. How many hours of work will be counted as 1 day for 10 working days minimum in office requirement?**

Our official working hours are 8. 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.

### **3. How can the in-office days be planned most effectively?**

You will have flexibility of planning your in-office days however this will need to be done in alignment with your manager and the team's schedules to maximize collaboration opportunities.

### **4. What are the in-office work timings starting 1<sup>st</sup> April?**

The office facility will be operational for business from 9am to 6pm, Monday to Friday but your exact in-office timings will be determined in consultation with your manager. If any meetings or calls are scheduled to start or extend beyond 6 PM, they should be attended from home. Before 9 AM and After 6PM the operational services will be in scaled down state.

### **5. How will in-office days be tracked?**

Attendance will be tracked via our internal Time & attendance system- Ascent LMS and through an app called FlexTrack for which detailed information on which will be shared with you separately.

**6. What happens if I cannot meet the in-office requirement due to personal reasons?**

If you unable to meet the 10-day requirement, please discuss with your manager immediately and raise the exception form provided as a part of the FlexTrack app. Any consistent non-compliance of the 10-day in office requirement or your agreement with your Manager will be highlighted.

**7. How do I book my seat when I am planning to work from office?**

In this flexible workspace arrangement, you will not have a permanent assigned desk, instead, you can use any available workstation. Floor wise Project zone allocation has been done.and your manager will guide you on the seating arrangement.

**8. Would there be canteen facilities for me to buy snacks and lunch while working from office?**

Yes, as the office facility will be operational from 9am to 6pm canteen facilities will be made available during that time, and you can purchase them on your own expense.

**9. Will midnight snacks be available?**

No, as the office premises will not be operational between 6pm and 9am.

**10. If I am based outside Pune right now and will my Travel and Accommodation be reimbursed to comply with 10 working days in-office requirement?**

No, we will not offer reimbursement for travel or accommodation for the required in-office days. Bitwisers are expected to make their own arrangement to comply with this policy.

**11. If I work at the client's location as per a schedule set with my manager, do I need to come to Bitwise office to fulfil the 10 working days requirement?**

If you are working at the client's location, your schedule will be aligned to your client needs and will be decided by your manager. Your client and Bitwise office days together will be considered in the minimum 10 days in-office requirement.

**12. I work in the night shift , will I be offered a cab to commute?**

The office facility will be open from 9am to 6pm so if you are in the night shift you will be working from home. It will be counted in the 10 days in-office requirement.

**13. What if my role requires more time in the office than the standard 10 working days?**

Certain roles or business needs may require more than 10 working days of work. Your manager will communicate any specific expectations related to your role. However, the time in office will remain from 9am to 6pm on any day.

**14. Can I work for more than the 10-day in-office requirement?**

While the minimum requirement is 10 working days, you are welcome to work additional days in the office if you prefer, however, please keep your manager informed to ensure there's sufficient space and support in the office. Also, if you work for more than 10 working days in a particular month, the additional days won't be considered for any reduction in the subsequent months.

**15. Can I combine in-office days consecutively, or do they need to be spread out over the month?**

You can work with your manager to agree on the in-office days schedule.

**16. Are there any specific days when all employees are required to be in the office?**

Some teams or departments may designate specific days for full-team collaboration in the office. Your manager will inform you if such days apply to your team.

**17. What if there's a sudden need to be in the office on a remote day?**

If business needs arise unexpectedly, requiring your presence in the office, your manager will notify you in advance.

**18. Will meeting rooms and collaboration spaces be available during in-office days?**

Yes, meeting rooms and collaboration spaces will be available for booking as per the usual process.

**19. What should I do if I'm feeling unwell but scheduled to work in the office?**

If you're feeling unwell, kindly apply leave through Ascent LMS. For any other reason if you are not able to attend the in-office schedule day planned, please speak to your manager and raise an exception approval request. **Can I work from a different location outside India during my remote days?**

Working remotely from outside India will not be permitted. Be aware that there are tax or legal implications for working from a different country or region.

**20. How will performance and productivity be managed under the hybrid model?**

Performance and productivity will continue to be managed through our existing performance review processes. Whether working remotely or in the office, expectations around deliverables, team collaboration, and communication will remain consistent.

These FAQs should help address the most common concerns you might have about the transition to a hybrid work model. Should you have any questions you can reach out to your Manager and HRBP.