

PRESIDIO®

# HYBRID WORK POLICY

Last Reviewed Date: January 20, 2026

## Introduction

This Hybrid Work Policy aims to provide clarity on work arrangements, balancing operational efficiency and employee flexibility while fostering collaboration and productivity at Presidio India. It sets clear expectations for work-from-office (WFO) and work-from-home (WFH) practices based on employee categories and specific exceptions. This policy applies to all full-time employees of Presidio India, including those working in any department, function, or location within the organization. It encompasses all employees who have been hired on a full-time basis under the terms and conditions outlined in their employment agreements with Presidio India.

## Hybrid Work Policy Guidelines

### **WFO & WFH Criteria based on Work Experience:**

**Freshers / Entry-Level Employees:** Employees with less than two years of work experience are mandated to work from the office on all working days of the month.

**Experienced Employees:** Experienced employees with more than two years of work experience are required to work from the office 12 days per month. (**Best Practice: 3 days WFO per week**)

### **Count of Days:**

Work from Office days and official visits outside the office will only be included for the Hybrid Work Policy computation.

### **Note:**

- Leaves taken will not be considered for the Hybrid Work Policy computation.
- Presidio India holidays and India Exchange Days will not be considered in the attendance calculation for the Hybrid Work Policy.

## Hybrid Policy Exceptions:

- The Hybrid Work Policy may not apply to experienced employees who are approved to work from home at the time of joining Presidio.
- The Hybrid Work Policy may also not apply in cases of specific project demands, subject to prior notification and approval by the respective Practice Head.
- As an exception to the standard Hybrid Work Policy, women employees may fulfill the monthly Work From Office (WFO) requirement by completing 11 days instead of 12, to provide flexibility for managing menstrual health-related needs while ensuring business continuity.

## Hybrid Policy Exception - Additional Guidelines:

- Any exemption other than the one-day Menstrual Well-being Support for women employees will be considered only for Hybrid Work Policy compliance and will not be considered for fuel reimbursement eligibility.
- The one-day Menstrual Well-being Support exemption for women employees is applicable only for the respective month and cannot be carried forward.

## Hybrid Policy Exception Approval Scenarios:

Hybrid Policy exception approvals are no longer applicable to both the category of employees (Freshers / Entry Level & Lateral) with the exception of the following:

**Maternity & Paternity Leave Return:** Employees returning from maternity / paternity leave can be exempted from the Hybrid work policy for upto 45 days based on the Practice Head approval regardless of their category.

**Health Issues:** Employees facing critical medical conditions (such as organ transplant, cancer, or heart attack), undergoing surgery, or recovering from an accident may be considered for a temporary exemption from the Hybrid Work Policy, subject to submission of valid medical documentation and approval from the Practice Head and HR.

## Hybrid Policy Exception Approval Process:

Employees seeking Hybrid Policy Exception under the above-mentioned scenarios are required to follow the process outlined below to submit their request:

- The employee must create a [ServiceNow](#) request, which will be sent to the Practice Head for review and approval / rejection.
- If approved, the request moves to HR for further review and approval.
- The final decision is made based on the specifics of the case and the validation process.

**Note:** Creating a ticket in ServiceNow does not guarantee approval of a Hybrid Policy Exception.

## Non Compliance:

### Failure to Adhere to the Hybrid Work Policy:

- **First Month:** An email notification will be sent by the HR team regarding non-compliance.
- **Second Month:** An email notification will be sent by the HR team, followed by an official call between the employee, the Practice Head, and HR to address continued non-compliance and formally communicate corrective expectations.

If an employee is tagged as a defaulter for three months within a year, it will be classified as misconduct (if applicable), and appropriate action will be taken by the Practice Head and the HR team, which may include termination.

### **Other Key Aspects:**

- Apart from the Hybrid Policy exception reasons mentioned above, exception requests for any other reasons should not be raised and will not be considered for approval.
- Tailgating or requesting other employees to swap ID cards will be treated as misconduct and will attract disciplinary action.
- It is mandatory to log attendance using the access card/ID card provided or the Alta Open app. Attendance recorded through any other sources will not be considered for attendance computation.
- Employees are expected to maintain a meaningful office presence by working from the office for a significant portion of their working hours. Coffee badging is discouraged and does not align with the intent of the Hybrid Work Policy.

### **Disclaimer**

- The Hybrid Work Policy may be revoked for an employee at the discretion of the Practice Head, and the employee may be required to work from the office on all working days in the event of a decline in performance or unavailability.
- This Hybrid Work Policy for all employees is subject to change at any time at the discretion of Management.