



Policy No.	Policy No:
Policy Title	Return to Office Policy
Policy Owner	Human Resources
Revision Date	N/A
Effective Date	February 2024
Approvers	CHRO
Applicable Attachments	N/A

This policy applies to our offices in Los Gatos, CA; Denver, CO; Toronto, Canada; London, UK; Tokyo, Japan; and Bangalore, India.

Policy Scope: This policy applies to employees who are office-based as specified in their employment contract and who reside within the stated radii of each of our offices mentioned below, and who are not covered by the exemptions and exceptions. This policy does not apply to employees who are designated as “field” in their employment contracts; field employees should refer to the Xactly Work From Home policy.

Office Radius:

- Denver: within a 30-mile (48 kilometers) radius of the office
- Los Gatos: within a 45-mile (72 kilometers) radius of the office
- Bangalore: 25 kilometers (16 miles)
- Toronto: 48 kilometers (30 miles)
- London: 48 kilometers (30 miles)

Work Arrangements: Employees will follow a hybrid arrangement, working at least three days of the five-day workweek in the office. Employees will be expected to work in the office on Monday, Tuesday, and Thursday (days may vary by office).

Impact of remote/office working on other employment terms: Office or remote working does not change or alter the existing terms and conditions of employment as specified in the employment contract.

Exemptions and Exceptions: Exceptions will be handled on a request basis and will be approved for employees who are in good standing. The exceptions can include a reduction in the number of days or fully remote for a limited period of time (over 2 weeks and under 6 months).

Your request for an exemption will be considered by both your manager and our HR department. It's important to note that exemptions are not automatically granted, and approval will depend on individual circumstances and alignment with our company objectives.

The following exceptions may be considered but are not guaranteed and may not be available for all locations:

Caregiver Exception:

- You are a dedicated caregiver for a child or a family member with special needs, and their care necessitates your presence at home; (family member as defined by local law).

Health-Related Exception:

- You are dealing with a medical condition that requires accommodations. A doctor's note is required for this exemption, and you will be required to submit additional information per country specifics. See FAQ for regional-specific information.

Work-Related Exception:

- Your job responsibilities demand a quiet and controlled environment for tasks such as recordings, confidential calls, or sensitive work that cannot be effectively conducted in a shared office space.

Commute Challenges Exception:

- Your daily commute exceeds a reasonable time frame (varies per location), making it impractical for you to be physically present in the office.

Other Circumstances Exception:

- You will need to provide a detailed description of any other exceptional circumstances that warrant an exemption from the return to office policy.

Exception Approval Process: Managers can request exemptions for their employees by opening a Workday request for a specific period up to a maximum of 6 months. The Workday request will be reviewed and processed accordingly.

Remote Work Options: Employees who were hired as remote employees and those who went through a formal relocation process may continue to work remotely. Employees who initially worked in an office and have not gone through the formal relocation process will be required to return to the office OR request a formal relocation through their manager and HR.

Communication: We believe in keeping the lines of communication open and adapting as needed. Our policy is designed to be flexible, allowing HR to make adjustments based on the feedback we receive from our valued employees. When there are updates or changes to the policy, you can expect to hear from us through the channels you're familiar with, such as email or Slack.

Employee Resources:

- Return to Office FAQs are located on the HR Site under Programs and Policies
- Enter a [Help Ticket under Programs and Policies](#) if you have further questions

We are committed to ensuring a safe and productive work environment while accommodating individual needs and circumstances. This policy aims to balance our objectives and values, offering flexibility and support for our employees. If you have any questions or need assistance, please don't hesitate to reach out to HR via the Help Portal.