ORACLE

Hybrid Work Policy - India

ORACLE

Table of Contents

ORACLE

Oracle's Policy for Hybrid Working

Introduction

Oracle promotes and is committed to providing hybrid work arrangements to help our employees achieve their goals. In helping employees to achieve a balance between work and private life, Oracle recognizes that how and where our employees work has a direct impact on our productivity as well as our ability to deliver for our customers. Oracle is committed to finding innovative ways to offer as much flexibility as possible to our employees, while also taking into account business needs and operational requirements.

Purpose

This Policy is developed to ensure that employees and managers are aware of the principles and processes around hybrid work arrangements. The availability of these arrangements, whether at the employee's request or at Oracle's, is subject to individual situations and circumstances which are balanced against Oracle's business needs and requirements.

This Policy provides a framework:

- For managers and employees to evaluate the potential for a hybrid working arrangement by tailoring a solution based on the needs of Oracle and the employee.
- To outline responsibilities for employees and managers with respect to hybrid work arrangements.

For emergency or pandemic conditions, employees should refer to the guidelines provided in "**In the Know**".

Scope

This Policy applies to all employees in the Asia-Pacific Region, including Japan ("JAPAC"), who wish to enter into hybrid work arrangements, but excludes Australia and New Zealand with the exception of employees on approved international assignments, business trips or international remote work arrangements, Oracle requires all employees to live and work in the country in which they are paid. For additional information please see the '**Living and Working in Payroll Country Policy**'.

Definitions

Client Site: A customer location from where Oracle has to deliver service to customer.

Employee Base Location: The Oracle office indicated at the time of joining or the Oracle office within the payroll country to which the employee has been transferred as reflected in HCM.

Oracle Office: An Oracle location that is available in HCM and operational. Contact RE&F to verify if an office location is operational.

Nominated Workspace: The workspace location specified in the Workspace Category Change Request

Co-located: An Oracle facility which is not included in RE&F Property Manager System.

Workspace Category: There are three workspace categories under this Policy, which will be reflected in HCM:

Assigned

This workspace category applies to employees whose primary workspace is their employee base location ("Assigned Employees"). Assigned Employees have designated workspaces within their local office.

This is the *default* workspace category for all employees, including those who work at customer sites, data centers or in the field, unless **approval** has been given for a change of workspace category in accordance with this Policy.

Flexible

This workspace category applies to employees who have access to workspaces within their local office, but do not have a permanently designated space.

ORACLE

Remote

This workspace category applies to employees who rarely, if ever, go into an Oracle office.

Approval to work flexibly or remotely is discretionary and does not amount to a change of the work location as stipulated in the employment offer.

Changing Workspace Category

Employees are by default deemed to be Assigned Employees. All employees are eligible to make a request to change their workspace category to Flexible or Remote. Requests for a change to workspace category of 12 months or less may be managed between the employee and the manager and do not require any change in HCM. Employees who request flexible or remote working of more than 12 months are required to submit a request in HCM.

The effective date for commencing work in the applicable workspace category will be the date on which the employee has requested the change to be effective or the date of approval of the request, whichever is later.

The workspace location nominated in **HCM** is the workspace location for which approval is given to work Flexibly or Remotely. A change of the nominated workspace location will require **a new request to be made in HCM if in excess of 12 months.**

Oracle is supportive of employees working Flexibly or Remotely, where business needs can be met. Certain roles, duties and responsibilities play an important part, as do factors pertaining to an individual employee, in determining the suitability for Flexible or Remote working. For these reasons, Flexible or Remote working requests may not be approved for all employees.

Approved Flexible and Remote working are subject to review periodically and any approval that is granted to work Flexibly or Remotely may be terminated or modified at Oracle's discretion upon four (4) weeks' notice. **Failure by an employee to comply with the terms of this Policy will result in the withdrawal of the approval and immediate termination of the Flexible or Remote work arrangement without any notice.**

A change in job role or responsibilities, including a transfer, promotion, relocation or international assignment will require a review of the workspace category and may result in termination or modification of the Flexible or Remote work arrangement.

Employees may also request to terminate or modify an existing hybrid work arrangement. A request to change back to an 'Assigned' workspace category at an Oracle Office will be subject to availability of office space. Assessment of requests for hybrid work arrangements are within the sole discretion of Oracle exercised in good faith by the person or persons with authority to make a final determination (M6 or higher in the relevant LOB Management Hierarchy).

Oracle has final responsibility, authority and discretion in all matters of administration of this Policy, including authority to terminate or modify the provisions of this Policy or a Flexible or Remote work arrangement. Failure by an employee to comply with the terms of this Policy will result in the withdrawal of the approval and immediate termination of the Flexible or Remote work arrangement without any notice.

ORACLE

How to Make a Change of Workspace Request
Steps to raise a change of workspace request

By making a request for a change of workspace category in HCM, each employee acknowledges and agrees that they are bound by and will comply with the terms and conditions set out in this Policy. Furthermore, each employee acknowledges and agrees that they continue to be bound by and will comply with the terms and conditions of their employment.

By making a request for a hybrid work arrangement, each employee who works flexibly or remotely agrees that:

(i) This Policy does not create any entitlement or contractual right to work in a hybrid work arrangement and any approval to work flexibly or remotely does not create any entitlement or contractual right to continue working in a hybrid work arrangement;

(ii) It is their responsibility to ensure that they set up and maintain a safe and suitable workspace to perform their work;

(iii) They will not allow their personal responsibilities to interfere or come into conflict with their work responsibilities;

(iv) They will protect and safeguard all Oracle confidential and proprietary information and maintain a clean desk policy;

(v) They will safeguard all company property and use company property only to perform their work;

(vi) They will comply with all applicable health and safety requirements and report any health or safety incident as required; and

(vii) They will devote their whole time and attention during working hours to perform their duties and carry out their responsibilities diligently.

Remote / Flex employees if required to work in their Oracle base locations on any of the days would have to make their own travel and stay arrangements, if any and such expenses are not reimbursable under this policy.

You will be regarded as a remote worker if there are no offices available to work from your city (Employee Base Location) due to an office closure. Once this circumstance occurs, it is the employee's duty to ensure that the HCM workspace category is updated to "Remote."

Suitability of the Role & Individual

Oracle generally supports flexibility so long as it does not impede collaboration, day to day responsibilities or business requirements. It is critical to understand that certain roles, duties and responsibilities play an important part, as do factors pertaining to an individual employee, in determining the suitability for flexible or remote working. For these reasons, home working may not be considered suitable or approved for all employees.

Managers are responsible to assess the suitability of the role, duties and responsibilities - and the individual - to meet the requirements of the business for work from the nominated workspace in a hybrid arrangement. Managers are required to review requests for remote or flexible work arrangements to determine if it is feasible to approve such requests, based on business requirements as well as any critical factors determined by the LOB.

Notwithstanding employees' preferences or requests for particular workspace categories, managers may direct employees to a particular category based on the role, duties, responsibilities, business needs and/or requirements. With the exception of employees on approved international assignments, business trips or international remote work arrangements, Oracle requires all employees to live and work in the country in which they are paid. For additional information please see the '**Living and Working in Payroll Country Policy**'.

ORACLE

Manager Responsibilities

Managers are responsible to assess the suitability of the role, duties and responsibilities – and the individual – when considering any request to work flexibly or remotely. In doing so, managers may take into account any or more of the following –

- Suitability of the job role/responsibilities
- Impact on team members
- Employee's performance
- Access to internet and suitable workspace
- Employee's ability to meet confidentiality requirements and safeguard Oracle proprietary information
- Compliance with applicable health and safety requirements

Managers are required to –
- Ensure employees have the necessary equipment and tools to perform their work
- Set appropriate expectations with employees regarding Flexible and Remote working
- Review employee's flexible and remote arrangement periodically for suitability
- Report any non-compliance by an employee
- Report as soon as practicable any accident or incident that occurs in the course of employment

Managers may also direct employees to a particular workspace category based on business needs or requirements.

Employee Responsibilities

Employees are responsible to ensure that –
- the nominated workplace specified in **the request to change workspace category** is conducive to the performance of their role, duties and responsibilities
- they have internet access and a suitable workspace in which to work
- they take regular meal and rest breaks throughout the day as one would do while working in the office
- they are able to meet confidentiality requirements and safeguard Oracle proprietary information
- they are able to comply with applicable health and safety requirements
- they report promptly any accident or injury which occurs in the course of employment
- they maintain regular communication with their managers and teams and attend meetings as required
- they attend at an Office Location if requested to do so
- keep their personal details updated in HCM

Employees on Flexible or Remote work arrangements are required to keep up with their work hours and work records as they would if they were working as 'assigned' employees. Non-compliance with this requirement may result in withdrawal of the approval and termination of the flexible or remote work arrangement.

Employees who move house or who change the workspace location specified in HCM must submit a new request for change of workspace location **in HCM (where the change of workspace location is in excess of 12 months)**. **Failure by an employee to submit such request is considered a breach of this Policy and will result in the immediate termination of the existing hybrid work arrangement without notice.**

Employees who work remotely in the payroll country, but move from one home location to another, may incur tax liability. Any personal tax liability and/or filing requirements arising from hybrid work arrangements shall be the sole responsibility of the employee. Employees should seek appropriate advice from their tax adviser.

ORACLE

Business Meetings

All in-person business and work related meetings must be held at Oracle's offices or at customer sites or other selected approved locations as decided by the manager (as applicable).
Meetings not required to be face-to-face may be conducted via Zoom or other approved means.

Employees working under a hybrid work arrangement under this Policy are reminded that they must conduct themselves professionally at all times including their attire, suitable to business meetings, as they would be if working in an Oracle office Employees.

Employee Health and Safety (EH&S)

In order to support our employees to work from home safely and with ergonomic principles in practice all employees requesting to change their designation to a Flexible or Remote worker are encouraged to complete the **Home Workplace Safety Training and Self-assessment**. This training and self-assessment includes safety and ergonomics information and a Home Workplace Safety Checklist. This will assist you to work from home safely, as well as enable you to recognize your responsibilities in respect to health and safety.

Employees may consult the EHS team for any assistance related to health and safety issues and/or concerns about work environment and/or ergonomic set up of their workspace. Requests may be made via MyHelp.

Incident Reporting

Physical Incident Reporting

In case of an incident which has resulted in an accident, a near miss or potentially hazardous conditions to the environment, health and safety of the employee, the employee is expected to report the same via the Incident Reporting Form within 48 hours (or as soon as practicable in serious cases).
Reporting an incident will enable the EHS team to evaluate the incident and suggest next steps of action on a case by case basis.

Other Incident Reporting

At Oracle, we consider the overall health and safety of employees, both physical and mental.
Oracle has curated programs and allocated resources to manage mental health and overall well-being. We encourage you to take advantage of these programs. For details, you can reach out to your HR Representative.

Procurement

Procurement of Computer & Peripherals equipment outside of procurement catalog and home office supplies will be as per the approval of the employee's LOB and the process and provisions outlined in the **Procure-to-pay Guidelines**. For countries where the Manufacturing & Distribution (M&D) process is implemented, new hire laptops and hot spares can be obtained via the M&D process.

Mobile Phone and Internet Usage

Oracle provides three options for making work-related phone calls:
- Use **Zoom** (audio, video, and web conferencing) from a laptop or **mobile device** for all meetings and internal calls, including one-on-one audio-only calls. Learn more about **setting up Zoom on IT Web here.**
- Use mobile devices for all external dialing if you have a mobile phone contract paid by Oracle. You can review the country specific details under **Mobile Phone Policy**.

ORACLE

- Use Cisco Jabber for external calls if permitted by the country laws or if you have a business specific requirement like Contact Center user with an NGCC account etc. Learn more about **setting up Jabber on IT Web here**.
- Employees are recommended to update their work and mobile numbers in their Connections page.

Support & Questions

SL #	TOPIC	CONTACT
1	Policy	HR Representative given in your Connections page
2	Environment Health & Safety	ehs_japac_ww_grp@oracle.com
3	RE&F	▪ ref-japac_ww@oracle.com ▪ Oracle Places
4	Technical Support for HCM	hr-services_ww@oracle.com
5	Procurement	Procure-to-pay guidelines
6	Global Physical Security (GPS)	SAFE Portal

ORACLE