

# Shift to Hybrid Work – What You Need to Know!

Hello All,

As part of our commitment to building a flexible and collaborative workplace, we are introducing a Hybrid Work Model effective April 1, 2025.

## Key highlights of the New Policy:

- Employees are expected to work 3 days from the office and 2 days remotely each week.
- Teams may align specific in-office days to ensure collaboration.
- Remote work flexibility will continue to support work-life balance.

This policy change is designed to combine the benefits of remote work with the value of in-person collaboration, fostering productivity, innovation, and stronger team connections.

Further details, including FAQs and guidelines, are available on our HR Portal. For any queries, please reach out to HR team.

Thank you for your continued support as we embrace this new way of working together.

**Regards**

**Corporate Communications Team**

**Genpact**