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REFRESHER SESSION #2

Digging deeper into how we operate

INSIGHT – AKQA & MAYTECH PARTNERSHIP

Pricing Formula:

Staff Salary **+** Seat Fee **+** 10% Margin of Staff Salary **=** Chargeable Cost AKQA

Mutual Alignment

- **Cost Optimisation:** Partnership with Maytech leverages our lower operating cost base. As previously mentioned, this is not AKQA's first attempt in the Sri Lankan market

- **Long-Term Sustainability:** Maintaining a low corporate cost structure is crucial for both AKQA's & Maytech success.

- **Employee Investment:** Reduced corporate costs enable better alignment for enhanced employee remuneration.

What is the Seat Fee?

The Seat Fee is an approved cost by AKQA which covers the following operations costs:

- Staff Laptop

- Peripherals: Monitors, Headsets, Wireless Mouse etc.

- Office: Floor Space, Electricity, Water, Rent , Cleaning

- Perishables: Tea & Coffee, Water, Office Snacks, Office Lunch Vouchers

- IT Software: HR Software, Office365 Subscription, Device Management, IT Support

- Human Resourcing & Administration, Including Payroll Fees

- Contribution to Employee Incentives: Christmas Party, Events, Awards etc.
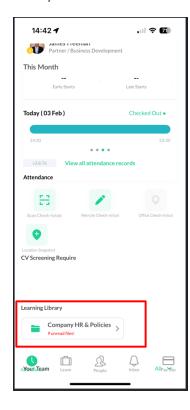
Why are we breaking this down?

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POLICIES & PROCEDURES

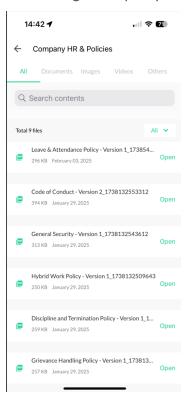We're simplifying the number of polices! We'll notify via Group Chat once finalied.

POLICIES

- LEAVE & ATTENDANCE
- CODE OF CONDUCT
- GENERAL SECURITY
- HYBRID WORK
- DISCIPLINE & TERMINATION
- GRIEVANCE HANDLING
- OVERTIME
- RESIGNATION
- CLOTHING & ACCESSORIES

Step 1: Access Learning Library from Home Screen

Step 2: Open, View and Acknowledge each policy

WORKFLOWS

Hardware Request

New hardware requests are submitted via this form FORM. Requests must include a clear justification outlining the purpose of the hardware, its impact on work or team performance, and the resulting benefits. Line Manager approval is required before the request is forwarded to Management or AKQA for review and processing. Hardware requests are fulfilled subject to company standards and budget.

IT Support

For Maytech IT-related issues, please submit a request via FORM. From here a member of our team will process and escalate the matter if required.

Refer to next slide of IT support inclusions

Incident Response

Prompt reporting of all workplace incidents is required. Use the designated online FORM. Common reportable incidents include building/maintenance issues, theft/loss, physical incidents (injuries, falls, etc.), and safety hazards. The incident report form provides instructions and required information. All incidents will be investigated.

Expense Reimbursement

Expense Claims are submitted via FORM. All Expense Claims will be revered and processed by finance in addition to your immediate supervision where applicable.

Note: We will send Form links Via Email and share presentation

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POLICIES

LEAVE & ATTENDANCE – EVENT BASED

Paid Maternity Leave:

- **First and Second Child:** 84 days of paid leave (14 days before confinement and 70 days after, or mutually agreed with employer).

- **Third and Subsequent Child:** 42 days of paid leave (14 days before confinement and 28 days after, or mutually agreed with employer).

- Eligibility: Only available for Confirmed Employees

- Maternity leave is exclusive of weekly holidays, public holidays, and Poya holidays.

- Maternity leave is granted solely for the purpose of childbirth and is available only in the event of a live birth. It cannot be used for any other purpose, nor can any unused portion be carried forward, accumulated, or exchanged for other benefits or compensation.

- Application to be made 12 weeks prior to the excepted date

Paid Paternity:

- 3 x days of Paid Leave

- Eligibility: Only available for Confirmed Employees

- Paternity Leave must be taken within 30 days of the child's birth.

- Paternity leave is granted solely for the purpose of supporting the mother and newborn child immediately following a birth and is available only in the event of a live birth. It cannot be used for any other purpose, nor can any unused portion be carried forward, accumulated, or exchanged for other benefits or compensation.

- Application to be made 12 weeks prior to the excepted date.

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GENERAL SECURITY

Visitors & Guests, Conduct:

- Visitors must sign in upon arrival; by providing a valid ID with the name of the employee they are visiting and wear a visitor badge visibly whilst on company premises. All visitors will be escorted by their host or a designated employee.

- Pre-approval: Notify HR or Administration at least 24 hours in advance, providing visitor details and purpose.

- Short Notice Visits: Require immediate approval from the department head and notification to security.

- Common Sense when working with client information;
  - Not leaving sensitive information on whiteboards
  - Be cautions even with approved contractors are in the office spaces, both with company assets & information

Note: Fingerprint door access control system on order due April / May.

Asset Common Sense

- Do not download any 3rd party applications that are not relevant to your core job. e.g. torrents, video streaming applications etc.

- To refrain from the use of Personal Memory storage devices (USB Drives, External Hard Drives) without prior approval of the management/IT Department.

- Promptly report any loss, damage, or suspected unauthorized use of Company assets or data breaches to the IT department or designated asset manager.

- Maytech will conduct periodic audits to verify the accuracy of the asset register and ensure compliance with this policy.

- Purpose: Company assets, including but not limited to computers, laptops, servers, mobile devices, software licenses, peripherals, and external drives. must be used solely for business purposes and in accordance with company policies and procedures.

- To refrain from using Personal devices within the work premises without the prior approval of the Management/IT Department.

  - Personal Phones must use MayTech_BOYD network connection

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ORION CITY SECURITY REQUIREMENTS

When to Wear Your Lanyard:

Your Maytech ID, and Maytech lanyard must be visibly worn in the following situations:

- Commuting To Work: From the moment you enter the building complex or grounds until you reach your designated office space. This includes common areas like lobbies, elevators, and hallways.

- Commuting From Work: From the time you leave your office space until you exit the building complex or grounds. Again, this includes all common areas.

- On-Site Facilities: Whenever you are utilising any facilities within the building complex, including but not limited to: restrooms, cafeterias, break rooms, and other shared spaces.

Lanyard Removal:

- Once you have arrived at the office you may remove your lanyard.

Why?

- This is a security requirement mandated by Orion City. It is implemented to help identify authorised personnel on the grounds, ensuring the safety and security of all staff, visitors, and the building itself.

- This is crucial for compliance with building regulations and maintaining a controlled access environment.

- Orion City have been pressuring us for a why to adhere to their policies.

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QUESTIONS?