

## Remote and Hybrid Work Policy

Acuti Labs recognizes the benefits of remote and hybrid work arrangements in enhancing productivity and job satisfaction. We provide options for employees to work from home or alternate locations as appropriate. The Objective of this policy is to establish a framework that facilitates a seamless integration of remote and in-office work environments, ensuring productivity, collaboration, and employee well-being, while aligning with the organization's strategic goals and objectives. By providing clear guidelines, we seek to support a hybrid work culture that maximizes flexibility for our employees and meets the diverse needs of our global operations.



The addendums to this handbook provide further information in respect of our specific flexible working policies.

### Overview of the Policy's Purpose

**Purpose:**

**This Hybrid Work Policy is designed to:**

- Facilitate a balanced approach to remote and in-office work, promoting a flexible and adaptive work culture.
- Ensure that hybrid working arrangements do not compromise the quality of services provided to clients, the efficiency of business operations, or team dynamics.
- Provide employees with the autonomy to manage their work environments while adhering to company standards and policies.

### Scope

The scope of this policy is to provide guidelines on how to implement hybrid work arrangements when it's suitable for the business, people, customer, and the team, enhances employee well-being, and complies with legal and regulatory requirements across our global operations.

## Applicability

This Hybrid Work Policy applies to all individuals engaged with Acuiti Labs, including employees, contractors, and interns. The policy outlines the specific terms and conditions under which each category may participate in hybrid work arrangements, ensuring compliance with relevant laws and regulations while maintaining the integrity of our business operations.

### **This policy is applicable to all employees of Acuiti Labs, including:**

- Full-time and part-time employees
- Interns & Trainees

## Eligibility

- All full-time and part-time employees of Acuiti Labs are eligible to participate in hybrid work arrangements.
- Most employees are required to spend a minimum of 40% of their working time in the office each month, or otherwise as agreed with their local HR team. They must adhere to all company policies, maintain productivity, and ensure that their remote work does not adversely affect client services, business operations, or team collaboration.

### **Specific provisions include:**

- Trainees and Interns: Generally, not entitled to work from home unless explicitly agreed upon in advance and approved by HR and their respective project managers.
- Contractors and Third-party Employees: Expected to adhere to this policy to the extent applicable based on their contractual agreements and the nature of their engagement with Acuiti Labs.

## Special Conditions:

- **Extended Work from Home:** Requests for extended work-from-home arrangements must be approved by the employee's project manager and HR, considering factors such as security guidelines, contractual terms, role requirements, and team interaction needs.
- **Performance-Based Adjustments:** If remote work performance does not meet the required standards, the hybrid arrangement may be revoked, and the employee may be required to return to the office full-time.

## Compliance:

- **Information Security:** All individuals working remotely must adhere to Acuiti Labs' information security policies, including the use of secure connections, protection of sensitive data, and compliance with cybersecurity best practices.
- **Legal and Regulatory Compliance:** The policy ensures adherence to employment laws, data protection regulations, and health and safety standards in each country we operate.
- Unless pre-agreed with the HR department, failure to comply with the 40% hybrid working requirements may result in a detrimental impact in your performance review or may lead to a disciplinary action. Employees are expected to take this requirement seriously.

## Intended Audience

### The intended audience for this policy includes:

- **Employees:** All levels of employees who are eligible for hybrid work arrangements. This includes those working in various roles and locations within the organization, who are required to understand and comply with the guidelines and expectations set forth in this policy.
- **Managers and Supervisors:** Responsible for promoting the hybrid work model, approving hybrid work requests, ensuring team compliance with the policy, and maintaining productivity and collaboration within their teams.
- **Human Resources (HR):** HR professionals are tasked with overseeing the implementation of the policy, providing necessary approvals, ensuring legal compliance, and supporting employees and managers in navigating hybrid work arrangements.

- **IT and Security Teams:** Ensuring that employees have access to the necessary technology and support for remote work, and that all cybersecurity and data protection protocols are strictly followed.

## Policy Statement

This Hybrid Work Policy is designed to support a hybrid work culture for employees of Acuiti Labs. The policy ensures that employees have the flexibility to work remotely while maintaining a balance with in-office work requirements.

## General Principles and Guidelines for Hybrid Work

### Flexibility and Balance:

- **Hybrid Work Model:** Acuiti Labs adopts a 2:3 hybrid work model, requiring employees to spend at least 40% of their working time in the office each month. This balance supports both remote work flexibility and the benefits of in-person collaboration.
- **Work Schedule:** Employees should establish regular working hours to maintain structure and discipline. Flexibility in work hours is allowed, provided it does not impact business operations or team coordination.

### Productivity and Performance:

- **Performance Standards:** Employees are expected to maintain productivity and meet performance standards regardless of their work location. Remote work should not adversely affect the quality of services provided to clients, business operations, or team collaboration.
- **Accountability:** Employees are responsible for managing their tasks, deadlines, and deliverables efficiently. Use of digital tools like calendars, to-do lists, and project management software is encouraged.

### Communication and Collaboration:

- **Regular Communication:** Employees must maintain open communication with their teams and managers through email, messaging apps, or video calls. Regular updates on progress, challenges, and availability are essential for transparency and effective collaboration.
- **Virtual Meetings:** Employees should participate actively in virtual meetings, team collaborations, and social activities to maintain a sense of camaraderie and belonging. Proper meeting etiquette, such as punctuality, having cameras on, and minimizing background noise, is expected.

### **Professionalism and Conduct:**

- **Dress Code:** While working from home, employees should dress appropriately as they would in the office, especially during meetings.
- **Workspace:** Employees must create a dedicated workspace that minimizes distractions and signals to themselves and others that they are in "work mode." This includes having a stable internet connection and necessary office equipment.

### **Compliance and Security:**

- **Company Policies:** Employees working remotely are governed by all Acuiti Labs policies, including information security, confidentiality, and use of company assets. Adherence to these policies is mandatory.
- **Data Protection:** Employees must use secure connections, protect sensitive data, and follow all cybersecurity best practices. Use of company-provided or approved equipment and software is required.

### **Approval and Exceptions:**

- **Extended Remote Work:** Requests for extended work-from-home arrangements must be approved by the employee's project manager and HR, considering factors such as security guidelines, contractual terms, role requirements, and team interaction needs.
- **Revocation of Hybrid Work:** If an employee's performance during remote work does not meet the required standards, the hybrid arrangement may be revoked, and the employee may be required to return to the office full-time.

## Reimbursements:

- **Expenses:** Acuiti Labs will not reimburse expenses related to setting up and maintaining home offices, including internet or phone service fees, travel to and from the office, or any remodeling or furnishing costs, except where legally required by local regulations.

## Review and Revision:

- **Policy Review:** This policy will be periodically reviewed to ensure its effectiveness and relevance. Necessary revisions will be made to adapt to changing circumstances, technological advancements, and evolving legal requirements.

## Guidelines of Hybrid Work Policy

### General Guidelines

- **Office Attendance Requirements:**
  - **Hybrid Work Model:** Employees are required to spend a minimum of 40% of their working time in the office each month. This ensures a balance between remote and in-office work, fostering collaboration and maintaining team dynamics.
  - **Office Visits:** Employees who cannot return to their primary office location should plan to visit the office for a continuous period of at least two weeks each month to ensure adequate team interaction and collaboration.
- **Performance and Disciplinary Actions:**
  - **Performance Standards:** Employees must maintain productivity and meet performance standards regardless of their work location. If the business or clients feel that work is not performed to adequate standards, appropriate disciplinary actions may be taken, including the cancellation of hybrid work arrangements.
  - **Disciplinary Actions:** Failure to adhere to performance standards, company policies, or guidelines may result in disciplinary actions as outlined in the company's disciplinary policy. This can include revocation of hybrid work privileges and a requirement to return to full-time office work.

- **Restrictions on Alternate Employment:**
  - **Exclusive Employment:** Employees shall not undertake any alternate employment as a director, partner, member, or employee of any other organization engaged in any form of business activity without written consent from Acuiti Labs.
  - **Freelancing Restrictions:** Employees are prohibited from undertaking any freelancing work during their work time, as this can lead to disciplinary action.
  
- **Compliance with Company Policies:**
  - **Policy Adherence:** Employees working remotely must continue to comply with all Acuiti Labs policies, including those related to information security, confidentiality, use of company assets, and other operational guidelines.
  - **Security and Confidentiality:** Employees must adhere strictly to policies regarding information security and the protection of company proprietary information, ensuring secure access to company resources.

## Work from Home Requirements

### Professional Appearance and Meeting Protocols:

- **Dress Code:** Employees must dress appropriately and professionally, as they would in the office, especially during video meetings.
- **Meeting Protocols:** Employees should always have their cameras on during meetings, use appropriate virtual backgrounds, and minimize background noise. Punctuality and active participation in virtual meetings are expected.

### Internet Connection and Workspace Setup:

- **Stable Internet:** Employees must have a stable internet connection with a minimum recommended bandwidth of 30 Mbps to ensure seamless communication and access to company resources.
- **Workspace:** Employees should create a dedicated workspace that is quiet, free from distractions, and equipped with necessary office furniture such as a proper desk and chair. Employees should not be using their mobile devices to carry out their work.

### Regular Working Hours and Communication:

- **Work Hours:** Employees should set regular working hours which generally follows CET/UK timezone to maintain a sense of structure and discipline. Your working hours may be determined by the project requirements and working hours. Flexibility in work hours may be allowed, provided it does not impact the project or business operations or team coordination and is preapproved by the Project Manager and HR department.
- **Communication:** Open communication with team members and managers is essential. Employees must keep their team informed about their progress, challenges, and availability through email, messaging apps, or video calls.

### **Use of Digital Tools and Virtual Meeting Participation:**

- **Digital Tools:** Employees are encouraged to use digital tools like calendars, to-do lists, and project management software to keep track of tasks and deadlines.
- **Virtual Meetings:** Active participation in virtual meetings, team collaborations, and social activities is required to maintain a sense of camaraderie and belonging. Employees should follow e-meeting etiquettes, such as acknowledging meeting invitations, creating and sharing agendas, and ensuring technical readiness.

## **Review and Amendments**

### **Procedures for Periodic Review and Updates to the Policy**

Acuiti Labs is committed to ensuring that the Hybrid Work Policy remains relevant, effective, and compliant with the latest laws and industry best practices.

### **Review Cycle:**

- **Annual Review:** The Hybrid Work Policy will undergo a comprehensive review at least once every year to assess its effectiveness, relevance, and compliance with applicable laws and regulations.
- **Ad-hoc Reviews:** Additional reviews may be conducted as needed in response to significant changes in business operations, legal requirements, or industry standards.