

# Working Hours Policy

## Standard Working Hours

At Acuiti Labs, we recognize the importance of setting clear expectations for working hours to ensure productivity and a healthy work-life balance. Our standard working hours are designed to meet business needs while accommodating the well-being of our employees and comply with applicable laws.

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



### Key Details:

- Regular Working Hours: Confirmed in country-specific addendums.
- Work Week: Confirmed in country-specific addendums.
- Lunch Break: Employees are entitled to a one-hour lunch break. The exact timing may vary depending on business requirements and individual schedules.
- Overtime: Given the nature of our consulting work and the flexibility it often requires, we do not provide additional payment for overtime hours unless compulsory under local labour laws. Our focus remains on delivering outcomes and maintaining a healthy work-life balance through effective workload planning and time management.

### Exceptions and Adjustments:

- Shift Work: Employees assigned to shift work will receive a schedule outlining their specific working hours.
- Public Holidays: The company observes public holidays as per the holiday calendar shared in the relevant country at the beginning of each year. Employees are not required to work on these days unless specified.

## Flexible Working Hours

Acuiti Labs values flexibility in the workplace to support the diverse needs of our employees. Flexible working hours are offered to promote work-life balance and accommodate personal commitments. Please see country-specific addendums for further information about our specific flexible working policies.

### Key Details:

- Eligibility: Confirmed in country-specific addendums. .
- Approval Process: Employees should submit a formal request to HR, detailing the type of flexible arrangement they wish to adopt (e.g., remote working, adjusted hours). Each request will be carefully reviewed and granted where possible, in line with business needs and applicable labour laws.
- Core Hours: All employees must be available during core hours in their location to ensure there is no impact on team collaboration, client services, business operations and availability for meetings.

### Conditions:

- Consistency: Once approved, employees should maintain a consistent schedule and inform their supervisor of any changes.
- Accountability: Employees are responsible for managing their time effectively and meeting all work commitments and deadlines.