

## Work Flexibility Policy

Issue: WFP/01

Effective Date: 1-June-2023

At Atompoint, we believe in prioritizing our employees' well-being and recognize the importance of a healthy work-life balance. To cater to the diverse needs of our workforce and optimize productivity, we have implemented a Flexible Work Arrangements Policy. This policy outlines three distinct zones - Green, Orange, and Red - each offering different levels of flexibility and privileges.

### **1. Green Zone: Flexibility and Work-Life Balance**

In the Green Zone, employees and their teams are meeting deadlines successfully, and supervisors are pleased with their performance. In this zone, employees enjoy the following benefits:

- **Flexible Work Hours:** Employees have the freedom to adjust their work hours to accommodate personal commitments, provided they meet their daily job requirements and team collaboration needs.
- **Work From Home (WFH) Option:** Team members have the opportunity to work remotely on designated days, allowing for a more convenient work environment or overcoming transportation challenges.
- **Celebrations and Privileges:** Recognizing the team's accomplishments, we encourage modest celebrations and offer special privileges during important occasions, fostering a positive work culture.

### **2. Orange Zone: Cautious Approach**

The Orange Zone serves as a warning zone, indicating that performance and deadlines may be impacted to some extent. In this zone, the following considerations apply:

- **Limited Work From Home (WFH) Option:** Employees in the Orange Zone may be granted the opportunity to work from home for up to two days per month. This option is subject to managerial approval and the nature of their work responsibilities.
- **Flexible Start Time:** Employees in the Orange Zone will have the flexibility to start their workday between 9:00 AM and 11:30 AM. However, coming in at 11:30 AM will be the maximum allowable start time to ensure alignment with team requirements and operational needs.
- **Performance Improvement Support & Monitoring:** Employees in the Orange Zone will receive guidance and support through a Performance Improvement Plan (PIP), while progress will be closely monitored. The PIP will consider the benefits of remote work or flexible hours to enhance performance, aiming for a smooth transition back to the Green Zone.



### 3. Red Zone: Standard 9-5 Office Hours and Limited Privileges

In the Red Zone, concerns arise regarding performance, deadlines, or team collaboration. To address these issues effectively, the following guidelines are enforced:

- **Fixed Office Hours:** Employees are required to adhere to standard office hours (9-5) to maximize communication and team synergy. Max time to reach the office would be 10 am. Please note 3 consecutive late would deduct 1 leave from your current leave balance.
- **No WFH Privileges:** In the Red Zone, remote work arrangements are not permitted to ensure direct supervision and support for team members. However, in case of extreme emergencies, WFH will be considered.
- **Limited Celebrations:** Team members in the Red Zone might not be able to enjoy parties or dinner celebrations until they transition back to the Green Zone depending upon the circumstances.
- **Performance Improvement Plan (PIP):** Employees falling into the Red Zone will receive guidance and support through a Performance Improvement Plan (PIP) to identify areas of improvement and set clear goals to transition back to the Green Zone.

### 4. Team-based or Individual Policy

Flexible work arrangements, as outlined in this policy, can be team-based or individual, depending on the nature of the team's work, its performance, and other relevant factors. Team-based arrangements may be implemented if the entire team is performing at a consistent level, while individual arrangements will be considered for employees with specific needs or exceptional circumstances.

Please be aware that employees' zones and work arrangements may change based on performance evaluations, team dynamics, and individual circumstances. Our primary goal is to create a supportive work environment where employees feel motivated and empowered to excel

If you have any questions or require further clarification, please reach out to your immediate supervisor or the HR department.

Atompoint  
HR Department

