

Hybrid work from home arrangement

The arrangement aims to ensure productivity as employees alternate between working from home (remotely) and office, also due to limited office space and parking availability this will allow fair number of employees in the workspace.

- Employees are expected to work in the office three days a week, Specific days may be adjusted based on team needs and individual roles but must be communicated and approved by line managers.
- Employees should be online and accessible during standard working hours unless otherwise arranged with their manager. Response time for emails and messages should be promptly within work hours
- Employees should not work from home on two or more consecutive days, on a Friday and the Monday that follows.
- Employees are encouraged to maintain clear boundaries between work and personal life. Work hours should be respected, while hybrid work provides flexibility, any deviations from the standard schedule must be discussed with and approved by a manager.
- Work from home option should be applied for on ESS by the employee prior to working from home.
- Applications for work-from-home option must be submitted through ESS at least a week in advance, latest submission deadline being Friday. Scheduling WFH is done weekly. Any changes to the applied dates must be approved by your line manager. If your application is not submitted on ESS and you are not present in the office, the day will be considered as absenteeism.
- Employees to ensure that they have access to the internet prior to working from home, should there be internet issues then the employees should work from the office. (NB: The organization will not accept any excuses of employee's non-availability on Teams or non -delivery of work due to internet access issues)