INFOTECH SERVICE FZ-LLC Flexibility Policy

Purpose and Introduction
The purpose of this policy is to provide a framework for flexible working arrangements at INFOTECH SERVICE FZ-LLC. The policy aims to enhance the company's culture and values by recognizing the diverse needs of employees while supporting the overall objectives of the company. The company is committed to exploring opportunities for flexible work and adapting to the evolving needs of employees, as well as using flexibility to enhance work-life balance, productivity, and sustainability.

Scope
This policy applies to all employees of INFOTECH SERVICE FZ-LLC, regardless of their role, location, or department. However, it must comply with local regulations and rules that may provide additional criteria for eligibility.

Definition of Flexible Work
Flexible work may include:

- **When we work**: Adjusting start and finish times or working compressed hours to achieve the same number of work hours over fewer days.

- **Where we work**: Flexibility in the workplace, including the option to work from home, shared spaces, or client premises.

- **How we work**: Leveraging technology to improve efficiency, such as remote working tools, and embracing new methodologies like agile or design thinking.

Benefits of Flexible Work
The company views flexible working as integral to living out its core values. The benefits include:

- **Open & Inclusive**: Attracting diverse talent and respecting employees' responsibilities outside the workplace.

- **Responsible**: Reducing the carbon footprint by limiting unnecessary travel.

- **Trust**: Trusting employees to perform optimally in flexible arrangements.

- **Ambitious & Humble**: Leading the industry by adopting new technologies and continually improving work processes.

Flexible working supports corporate social responsibility, including increased employee engagement, reduced CO_2 emissions, and enhanced opportunities for e-learning.

Implementing Flexible Work
Due to the diverse nature of the business and roles within the company, each manager is responsible for evaluating and implementing flexible work on a case-by-case basis. Considerations include:

- Local policies, regulations, and agreements.

- Role-specific requirements that may limit flexibility (e.g., client-facing roles or laboratory-based tasks).

- The need for regular collaboration and physical presence in certain cases.

- Ensuring that flexible work arrangements do not negatively affect performance, development, or safety.

Communication and Approval Process

A formal application process must be followed for approval of flexible work arrangements, with periodic reviews to ensure the arrangement continues to meet the needs of both the employee and the company.

This policy ensures a structured and thoughtful approach to flexible working while considering the operational needs of INFOTECH SERVICE FZ-LLC.