Annexure A: Hybrid Work Policy and WFH Guidelines

This Hybrid Work Policy forms part of the Employee's Terms and Conditions of Employment and sets out the expectations, responsibilities, and conditions under which hybrid working arrangements are permitted. All employees in Johannesburg and Cape Town are required to adhere to the provisions outlined herein.

Purpose

This policy outlines the expectations, responsibilities, and guidelines for employees who have a remote or hybrid work arrangement to ensure a productive, secure, and efficient work environment. It is designed to maintain the same level of professionalism and accountability expected when employees work in the office.

If employees are unable to adhere to the outlined policy, it is expected that they will come into the office.

1. Eligibility

Employees who are eligible to work from home must:

- Have approval from their direct manager.
- Have a role that can be performed remotely (based on job duties and business needs).
- Be able to maintain productivity and communication standards when working remotely.
- There must be a pre-existing agreement and terms within their employment contract that allows for remote work.

2. Structured Hybrid Work Model

- Each team will designate two "in-office" collaboration days per week, during which the entire team will be present in the office. If an employee cannot make a particular day, the manager must be notified by 8:30 am.
- Certain remote employees are exempt from this requirement; however, they must still comply with the office attendance expectations outlined in

clause 9. A remote employee is defined and approved by their respective line manager.

- Management may review and adjust this model depending on how the guidelines and policies are being adhered to by all employees across all offices.

3. Work Hours

- Employees working remotely are expected to adhere to the company's standard working hours, unless otherwise agreed upon with their manager or contracts of employment.
- The company's core operating hours are 09:00 – 17:00, with flexibility allowed depending on the department or role and approval from your manager.
- During core operating hours, all employees are expected to be available for communication and collaboration.
- If employees need to attend to personal errands during the workday, this time should be taken from their lunch break, unless otherwise approved by their manager.

4. Work Environment

- Employees must have a designated, quiet, and professional workspace where they can focus on their tasks without distractions.
- The company has provided laptops, noise-cancelling headsets, and collaboration tools.
- The employee must have a reliable, fast internet connection of no less than 50-100 Mbps download and at least 20 Mbps upload as virtual meeting audio and video are of paramount importance to the customer experience.
- To ensure consistent video and audio quality during virtual meetings, employees working from home are expected to use a wired Ethernet connection wherever possible. This should be treated as standard practice when participating in scheduled meetings, especially when presenting or attending customer-facing meetings.

5. Communication Expectations

Employees working remotely are expected to maintain a professional working environment that supports their productivity and confidentiality obligations.

Expectations include:

- Employees must be reachable during their designated work hours, and Employee calendars must be up-to-date.
- Employees are required to attend virtual meetings as scheduled. Video meetings are mandatory for team collaboration and clarity, unless the situation requires otherwise.
- All employees are required to participate in regular check-ins with their team or manager. These may be daily, weekly, or bi-weekly, depending on the team's needs.
- Clear and consistent communication with colleagues and management via Google Chat and WhatsApp when an employee is unavailable

Management reserves the right to review or alter the hybrid work arrangements for any individual should productivity, engagement, or performance concerns arise.

6. Productivity and Performance

- Employees are obligated to uphold the same standards of productivity and output that are required of them when working in the office.
- Managers will monitor performance based on KPI's set for the month/quarter. Regular progress updates are required.
- Employees should notify their manager promptly if they are unable to meet deadlines or face challenges in completing their work.

7. Technology & Equipment

- Employees are responsible for maintaining their home office
- It is the employee's responsibility to ensure that the company equipment is used solely for work-related purposes and maintained correctly.
- Employees must contact support@logimeter.com for any technical issues related to company-provided equipment or software.

8. Data Security & Confidentiality

- Employees must comply with the Logimeter employee policy and procedures while working remotely.

- Employees should use a secure Wi-Fi network and avoid public or unsecured networks when accessing company data or conducting business.
- Employees are required to safeguard confidential and proprietary information. This includes locking computers when stepping away, storing files securely, and avoiding working in public spaces where others may overhear sensitive information.
- Only authorised personnel may access certain systems and data. Employees must follow proper procedures for authenticating and managing passwords.

9. In-person business activities

Employees are required to attend essential business activities in person, which may include but are not limited to:

- Quarterly company meetings and social events
- Product training (including Setup, Support, and Onboarding)
- Product launch briefings (Sales Training and Campaign Planning)
- Annual Performance Reviews and Performance Management sessions (where possible)
- Visits involving Key Suppliers, Strategic Partners, Strategic Customers, or Board Members
- When onboarding new staff members, it is expected that the manager and direct team work in the office for the duration of the onboarding programme.

In-person attendance for these activities is mandatory unless prior approval has been granted by management due to exceptional circumstances.

Failure to attend mandatory events without a valid reason may be subject to disciplinary action in accordance with company policy.

10. Office Use Policy

- The office environment will be optimised to cater for the in-office days.
- Employees must adhere to shared space etiquette, including maintaining a clean workstation and respecting the use of common areas.

11. Travel and Expenses for Office Attendance

- Employees are responsible for their travel costs when attending office activities from within the same city or local region.
- Employees travelling from other Provinces or Countries to attend mandatory business activities may request reimbursement for reasonable travel and accommodation expenses, subject to:
    - Prior written approval from management
    - Compliance with the Company's travel and expense Policy

12. Policy Violations

Failure to adhere to the guidelines and expectations outlined in this policy may result in corrective action, including a potential reassessment of the Hybrid arrangement.
Repeated failure to meet performance standards or violations of company policies may result in the termination of remote work privileges or employment.

13. Policy Review

This policy will be reviewed periodically and updated as necessary to ensure it aligns with the company's needs, industry best practices, and applicable legal requirements.

14. Return to Office Policy

The company reserves the right to request employees to return to the office if there is a change in business needs, government regulations, or other unforeseen circumstances.

Employees will be given advance notice of any such changes.

Acknowledged and Accepted by the Employee:

Name:

Signature:

Date: