

Trackita.

POLICY

Overview

POLICY

Trackita Pty Ltd's Simplified Hybrid Work Policy

Purpose

Trackita aims for a balanced work culture, combining teamwork and flexibility. Our hybrid work model allows employees to work from client locations, our office, or remotely, such as from home. This approach will continue as long as it benefits both our clients and the company.

This policy aims to clarify:

- Our expectations for hybrid work
- Rules for working remotely

Policy Terms

Changes to the Policy

Trackita can change or replace this policy at any time.

Working Arrangement

Once your hybrid work schedule is approved, keep your manager and client updated about where you'll be working.

Primary Work Location

Your primary work location will be specified in your employment agreement, unless management approves otherwise.

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Flexible Locations

In some cases, you may be required to work remotely. You must discuss any changes in your work location with management if it impacts your responsibilities.

Policy Amendments

Management can change or remove the hybrid work framework at any time.

How to Request Hybrid Work

Submit a written request to operations, endorsed by your manager, explaining:

- Why you want a hybrid arrangement
- The details of your proposed schedule
- Whether it's a temporary or permanent change

Approval of Requests

You will be notified in writing whether your request is approved or denied.

When Approved

If approved, you may need to sign a Hybrid Work Agreement specifying:

- The terms of the arrangement
- Locations and schedules
- Equipment provided and expenses covered

Right to Change Agreement

Trackita can suspend or terminate a Hybrid Work Agreement at any time for operational reasons.

Expectations

- Employees should comply with public health orders and maintain a safe workspace.
- Update your address in our HR system if it changes.
- Inform your manager if you will be unavailable during work hours.

Working from Home Checklist

Complete this checklist annually and understand our workstation setup guidelines.

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General Guidelines

- Use only company-provided laptops.
- Keep client files and equipment secure.
- Do not use public, unsecured Wi-Fi.
- You should not be the primary carer for preschool-aged children while working.

Insurance

We do not insure personal equipment used for remote work.

Reporting Illness or Injury

Report illnesses or injuries immediately and follow standard reporting procedures.

Shared Workspace Guidelines

In shared workspaces, keep personal and work items secure.

Equipment & Costs

We will provide necessary equipment like laptops and keyboards.

Other Policies

Please also refer to our other related policies, like the Flexible Working Policy, Code of Conduct, and Leave Policy.

Policy Violation

Breaching this policy may lead to disciplinary action, including termination.

For further clarification, please refer to our operational and ICT procedure documents.