

FLEXIBLE WORK POLICY

At Trackita, we understand that personal responsibilities extend beyond the workplace. Our goal is to provide options for employees to balance their personal and professional lives while continuing to deliver high-quality service to our clients. This policy explains how flexible work arrangements can be requested, considered, and managed. It is intended as a user-friendly reference rather than a legal contract.

1. Purpose

- **Work-Life Balance:** Help employees manage personal obligations without compromising business needs.
 - **Compliance:** Recognize certain legal entitlements to request flexible work arrangements.
 - **Business Continuity:** Ensure any approved flexible arrangement aligns with Trackita's operational requirements and client service standards.
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2. Non-Contractual Nature

- **Policy Status:** This document does not form part of any employment contract.
 - **Future Amendments:** Trackita reserves the right to modify or withdraw this policy at any time.
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3. Who Can Apply

Employees who meet the following criteria may submit a request for flexible work:

1. **Tenure:**
 - Employed on a full-time or part-time basis for at least 12 months; OR
 - Regularly engaged as a casual employee for a minimum of 12 months, with a reasonable expectation of continued employment.
2. **Eligible Reasons:**
 - Caring for a child or family member
 - Having a disability
 - Being 55 or older
 - Other special circumstances as recognized under relevant laws

4. How It Works

Certain employees have a legal right to request flexible arrangements (e.g., part-time hours, working from home). If you qualify under these legal guidelines:

1. **Written Response:** Trackita will consider your request and respond in writing, typically within 21 days.
2. **Consideration for All:** Even if you do not meet the strict legal criteria, we still welcome your request. Approval will be at the discretion of Trackita and subject to business needs.

5. Application Process

To request a flexible work arrangement, send an email to the CEO outlining:

1. **Type of Flexibility:** The specific arrangement you are seeking (e.g., part-time schedule, telecommuting).
2. **Rationale:** How the arrangement benefits you and how it can support—or minimally disrupt—business operations.
3. **Timing:** The proposed start date and any end date if the arrangement is temporary.
4. **Impact on Others:** Any anticipated effects on colleagues, clients, or projects, along with suggestions for managing these.
5. **Eligibility Proof:** If not obvious, include evidence of your eligibility (e.g., a letter explaining caregiving responsibilities or medical documents for a disability).

6. Decision Process

- **Review Criteria:** Trackita will evaluate your request based on operational feasibility, financial constraints, client service obligations, and overall business objectives.
- **Written Outcome:** Within 21 days of receiving a complete request, we will inform you in writing whether it is fully approved, partially approved (with conditions), or denied.

7. If We Say No

- **Legitimate Business Reasons:** Trackita may refuse a request if it would create significant costs, inefficiencies, or staffing challenges that cannot be reasonably addressed.
- **Explanation:** Any refusal will be accompanied by a written explanation.

8. Local/State Laws

Where local or state legislation provides greater or additional rights, those provisions will apply alongside this policy.

9. Ongoing Obligations

- **Internal Communication:** If a flexible arrangement is approved, communicate your schedule in our internal chat system (e.g., Teams) so the team knows your availability.
 - **Policy Awareness:** Familiarize yourself with related policies and procedures for a full understanding of your entitlements and responsibilities.
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Conclusion

Trackita's Flexible Work Policy is designed to support employees in balancing personal commitments with professional responsibilities. By clearly outlining who can request flexible work, how to apply, and how decisions are made, we strive to maintain a transparent and fair process for all. Should you have any questions or concerns, please contact Human Resources or your direct manager.