

TRACKITA PTY LTD'S SIMPLIFIED HYBRID WORK POLICY

1. Purpose

Trackita aims to balance collaboration and flexibility by allowing employees to work from various locations, including client sites, our office, or remote locations such as home. This policy explains:

- Our expectations regarding hybrid work
- Rules and guidelines for working remotely

Note: Trackita may amend or withdraw this policy at any time.

2. Working Arrangements

2.1 Hybrid Schedule Approval

- Once management approves your hybrid work schedule, please keep your manager and (if applicable) your client informed about where you'll be working.

2.2 Primary Work Location

- Your primary place of work is specified in your employment agreement unless otherwise authorized by management.

2.3 Flexible Locations

- In some cases, you may be required to work remotely. Any changes in your location that may impact your duties must be discussed with management.

2.4 Policy Amendments

- Trackita reserves the right to change or discontinue the hybrid work arrangement at any time if operational needs dictate.

3. Requesting Hybrid Work

3.1 Written Request

- Submit your request in writing to Operations, endorsed by your manager. Include:
 - Reason for requesting a hybrid setup
 - Proposed schedule
 - Whether it's a temporary or permanent change

3.2 Approval Process

- Management will review your request and respond in writing to confirm approval or denial.
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4. After Approval

4.1 Hybrid Work Agreement

- If approved, you may need to sign a Hybrid Work Agreement detailing:
 - Specific terms, including locations and schedules
 - Equipment and expenses covered

4.2 Company Rights

- Trackita can suspend or end the Hybrid Work Agreement at any time for operational reasons.
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5. Expectations

1. Compliance & Safety
 - Follow all applicable public health orders and maintain a safe and ergonomically sound workspace.
 - Update your address in the HR system if you relocate.
 2. Availability
 - Let your manager know if you'll be offline during normal work hours.
 3. Working from Home Checklist
 - Complete the annual checklist and follow workstation setup guidelines.
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6. General Guidelines

1. Company Equipment
 - Use only Trackita-provided devices (e.g., laptop).

2. Data Security
 - Secure client files and equipment.
 - Avoid using public or unsecured Wi-Fi networks.
 3. Dependent Care
 - You should not be the primary caregiver for preschool-aged children while working.
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7. Insurance & Liability

- Trackita does not insure personal equipment used in a remote work setting.
 - If you become ill or injured while working remotely, report it immediately following our standard procedures.
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8. Shared Workspace Guidelines

- Secure personal and work items when using shared spaces to protect confidentiality and maintain professionalism.
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9. Equipment & Costs

- Trackita will provide essential equipment (e.g., laptop, keyboard). Other costs may be covered at the company's discretion and outlined in your Hybrid Work Agreement.
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10. Related Policies

This policy works alongside our other guidelines:

- Flexible Working Policy
 - Code of Conduct
 - Leave Policy
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11. Policy Violation

Violating any part of this policy may result in disciplinary action, including the possibility of termination.