POLICY NAME	FLEXI-WORK POLICY
POLICY OWNER	DIRECTOR - GROUP HUMAN RESOURCES
REVIEW DATE	17.02.2022
VERSION	2.0
EFFECTIVE DATE	01.06.2022

Confidential

FLEXI-WORK POLICY

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1.0 PURPOSE OF THE POLICY

i) MAS is committed to supporting flexi-work arrangements, provided that the needs and objectives of both the organisation and the employee can be met, and the employee's deliverables are not disrupted in any form or manner.

ii) While not all positions will be amenable to flexi-work arrangements, consideration of flexi-work arrangements will be reviewed on a case-by-case basis, taking into account the nature and requirements of the role, employee's tenure, and performance.

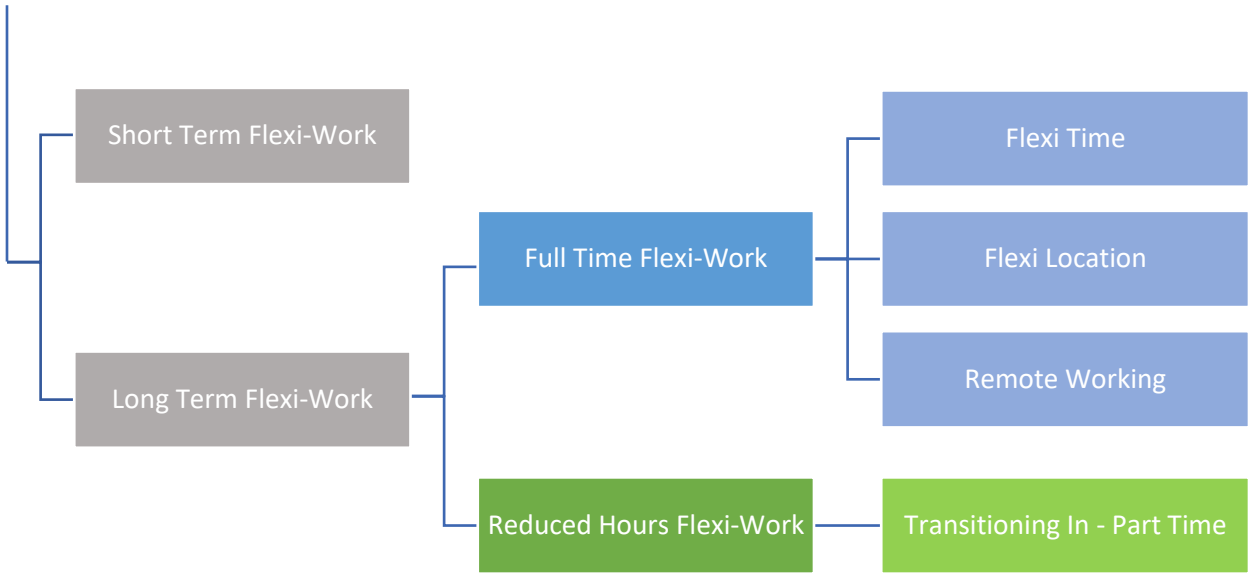
2.0 SCOPE

This policy applies to the Executive and above cadre of the company, referred to herein as 'Employees'.

3.0 DEFINING FLEXI-WORK

Flexi-work is any type of work arrangement that gives some degree of flexibility on how long, where and when an employee works.

4.0 TYPES OF FLEXI-WORK ARRANGEMENTS



4.1 SHORT TERM FLEXI-WORK VS. LONG TERM FLEXI-WORK

i) All requests for long term flexi-work [any request exceeding a period of two (02) weeks] must be accompanied by a flexi-work request online, which should be submitted to the Line Manager, and the relevant Human Resources Manager shall be notified of all such requests.

ii) Where a request is made for a long term flexi-work arrangement, employees must indicate the duration of the period for which they request flexi work. A long term flexi-work arrangement cannot exceed a period of twelve (12) months; thus, each arrangement must be renewed at the end of each twelve (12) month period. Line Managers will consider such a request and make their decision based on the business needs at the time of the particular request.

iii) In the event an employee has a need for flexi-work arrangement due to an unforeseen event or requires short term flexi-work [i.e. any request not exceeding a period of two (02) weeks], the company acknowledges that the employee may make a short term request for flexi-work from the Line Manager at least one (01) working day prior to the need arising. This will not require an application for flexi-work, but the employee shall mark themselves as working from a flexi location or as remote working on the Oracle System for the purpose of managing employee records.

iv) Approvals for short term flexi-work will depend on the needs of the business and possibility of managing the request within the team.

v) Multiple requests for a period of two (02) weeks or short term flexi-work requests within one (01) month [exceeding a total of two (02) weeks], may give rise to a Line Manager requesting the said employee to apply for a long term flexi-work option.

4.2 FULL-TIME FLEXI WORK

4.2.1. FLEXI TIME

Definition

Employees choose to shift their everyday schedule by starting at an early/later time of the day and finishing at an earlier/ later time of the day. The total number of working hours does not change.

Eligibility

i) The right to request a flexi time arrangement will be extended based on the following conditions;
   a) Employee has completed one performance cycle at MAS, its subsidiaries, or joint ventures and
   b) In the event of any disciplinary action:
      a. flexi request shall not be entertained while a disciplinary inquiry is ongoing
      b. if not found guilty, flexi request shall be considered immediately after verdict
      c. if found guilty, flexi request shall not be considered for one (01) year or the duration for which an employee's corrective measure is effective

Guidelines

i) "Core Hours" shall be established where all employees shall be available for work.

ii) Core Hours shall be 10.00am to 2.00pm on all working days [unless otherwise division decides on separate Core Hours, in which case see point (iii) below] and must be adhered to, unless expressly agreed to otherwise with the Line Manager, or employee is on approved leave.
e.g.: Customer-facing employees who are required to keep late hours due to time differences may start their work at a later time of day.

iii) Divisions may decide their applicable Core Hours and obtain approval from Group Human Resources. The amended Core Hours should not exceed five (05) hours and must be mentioned in an addendum to the policy.

iv) An employee must complete the number of hours per week/month, as stipulated in his/her contract of employment or amendment document. [*e.g.: an employee who is supposed to work forty-five (45) hours a week according to his/her contract of employment, may agree with the Line Manager that he will start work at 6.00am and finish work at 3.00pm. He/she is expected to be available from 10.00am – 2.00pm on all five (05) days of the week for meetings and collaboration work*].

v) Employees using flexi time shall complete their required quota of hours a day as per company guidelines, from any location as agreed with the Line Manager and in line with this policy. Such employee shall ensure they agree with their Line Manager on specific hours, (other than Core Hours) that they shall be working and inform Line Manager of the location of work.

vi) The employee must ensure that they are available to their team, customers and/or other relevant parties through digital communication methods.

vii) Employee welfare such as transport and certain meals (such as breakfast) will be provided at the usual working hours and mealtimes, and employees opting for flexi time will be expected to make their own arrangements in those regards.

viii) Employees may be required to make adjustments to approved flexi-work schedules on certain days, in order to report to work during regular working hours when called upon to attend meetings, trainings, travel or other company events due to business requirements.

4.2.2. FLEXI LOCATION

Definition

Employees work remotely from an alternative MAS facility which is closer to the employees' homes than their official workplace.

e.g.: An employee works from a nearby MAS facility on Monday and Friday to avoid a long commute to work.

Eligibility

i) The right to request a flexi location arrangement will be extended based on the following conditions;
   a) Employee has completed one performance cycle at MAS, its subsidiaries, or joint ventures and
   b) In the event of any disciplinary action:
      a. flexi request shall not be entertained while a disciplinary inquiry is ongoing
      b. if not found guilty, flexi request shall be considered immediately after verdict
      c. if found guilty, flexi request shall not be considered for one (01) year or the duration for which an employee's corrective measure is effective

ii) Flexi location arrangements may be approved, provided that in person presence at the Primary Location of Work is not required on a daily basis. Primary Location of Work shall mean the office or factory premises informed to you by the company as your current work location.

iii) Please note that not all positions are suitable for flexi location and only jobs which have tasks and responsibilities that can be done away from the Primary Location of Work will be approved for flexi location arrangements.

Guidelines

i) Employees can choose to work from an MAS facility closer to their homes for a number of days, opting for flexi-time (if required) as agreed with the Line Manager, provided that they are available to their team, customers and/or other interested parties through digital communication methods.

ii) The employee must ensure that approval and access to the alternate MAS facility are arranged through a discussion between his/her respective Head of Human Resources and the nominated Human Resources/ Admin representative at the alternate MAS facility.

iii) The employee is expected to carry their respective company ID with them at all times.

iv) The employee must further ensure to safeguard the tangible and intangible assets of the organisation which have been assigned to them, while they are working from an alternate location.

v) Confidentiality of MAS information must be maintained at all times. (*e.g. If you are required discuss confidential information at a meeting through a call, make sure to request for a private area/workspace*).

vi) Employees may be required to make adjustments to approved flexi-work schedules on certain days, in order to report to work during regular working hours when called upon to attend meetings, trainings, travel or other company events due to business requirements.

4.2.3. REMOTE WORKING

Definition

Employees work remotely from their own homes, or any other convenient location (*e.g.: coffee shops, work hubs*) using digital communication methods to correspond with the workplace if necessary.
e.g.: An employee works from home on Monday/Friday, and works at the office Tuesday/Wednesday/Thursday.

Eligibility

i) The right to request a remote work arrangement will be extended based on the following conditions;
   a) Employee has completed one performance cycle at MAS, its subsidiaries, or joint ventures and
   b) In the event of any disciplinary action:
      a. flexi request shall not be entertained while a disciplinary inquiry is ongoing
      b. if not found guilty, flexi request shall be considered immediately after verdict x
      c. if found guilty, flexi request shall not be considered for one (01) year or the duration for which an employee's corrective measure is effective

ii) Remote working can be approved provided that in person presence at the Primary Location of Work is not required on a daily basis.

iii) Please note that not all positions are suitable for remote working and only jobs which have tasks and responsibilities that can be done away from the Primary Location of Work will be approved for remote work arrangements.

Guidelines

i) Employees can choose to undertake their duties away from their Primary Location of Work and work from home or any other convenient location for a number of days, opting for flexi-time (if required) as agreed with the Line Manager.

ii) The employee must ensure that they are available to their team, customers and/or other interested parties through digital communication methods during all working hours.

iii) Employees are expected to have a suitable workspace for the purpose of working remotely (please refer to Guidelines for Working from Home on best practices).

iv) It is the employee's responsibility to ensure that the workspace at their home/other location meets all health and safety requirements.

v) Confidentiality of MAS information must be maintained at all time. (*e.g.: If you are required to take a call to discuss MAS' confidential information, it is important to ensure it is done in a private area where you cannot be overheard*).

vi) During the employee's period of remote working, he/she must further ensure to safeguard the tangible and intangible assets of the organisation which have been assigned to them.

vii) Remote working should not create additional workloads for other colleagues or otherwise affect operational efficiency and effectiveness.

viii) Employees may be required to make adjustments to approved flexi-work schedules on certain days, in order to report to work during regular working hours when called upon to attend meetings, trainings, travel or company events due to business requirements.

4.3 REDUCED WORK

Reduced Work is where an employee opts to cover less than forty-five (45) hours a week, and therefore has his/her benefits prorated accordingly.

4.3.1 TRANSITIONING IN - PART TIME

Definitions

i) An employee works part-time for a set period and eventually returns to full-time work.

ii) Employees may request in writing (Annexure 4) after discussing with their Line Manager to work for a specific number of hours each day, or for specific days of the week, only for a stipulated period of time not exceeding six (06) months until they transition fully into fulltime work.

iii) The event where an employee works part-time for a set period of time before eventually returning to work is known as **Transitioning In.**
e.g.: After undergoing a knee surgery, an employee returns to work three (03) days a week for six (06) months and progresses to full-time work thereafter.

Eligibility

i) The right to request a transitioning in part-time work arrangement will be extended to all employees who have;
   a) Completed two (02) years at MAS, its subsidiaries, or joint ventures and
   b) In the event of any disciplinary action:
      a. flexi request shall not be entertained while a disciplinary inquiry is ongoing
      b. if not found guilty, flexi request shall be considered immediately after verdict
      c. if found guilty, flexi request shall not be considered for one (01) year or the duration for which an employee's corrective measure is effective

Guidelines

i) Employees may request in writing (Annexure 4) after discussing with their Line Manager to work for a specific number of hours each day, or for specific days of the week, only for a stipulated period of time not exceeding six (06) months until they transition fully into fulltime work.

ii) Pay and benefits offered to transitioning in part-time employees will be on a pro rata basis calculated from the full-time provisions:

- Mobile allowance - on a need-to-have basis
- Vehicle allowance - prorated based on number of days or hours or incorporated into the salary (decided at the discretion of management)
- Fuel allowance - prorated based on number of days or hours or incorporated into the salary (decided at the discretion of management)

iii) It is an employee's responsibility to ensure that discussions regarding matters such as goal setting, take place with his/her respective Line Manager and Human Resources.

iv) Please note that under the terms of the Shop and Office Employees' Act, weekly holidays do not have to be paid for if the employee works for less than twenty-eight (28) hours in the week.

v) Furthermore, statutory entitlements for annual, casual, and maternity leave cannot be prorated due to the part-time nature of the employment, therefore employees shall be entitled to legally mandated all annual, casual and maternity leave.

vi) Legally permitted pro-rated leave in the first year of employment cannot be pro-rated any further.

vii) Employees opting for part-time work arrangements must note that in the event they are working at an alternate place of employment when they are not working at MAS, their combined working hours for the day (from both places of employment) should comply with the Shop and Office Employees' Act.

5.0 GENERAL GUIDELINES

In addition to the separate guidelines and procedures under each flexi-work arrangement, there are general guidelines to be adhered to.

5.1 APPROVAL OF FLEXI-WORK REQUESTS

i) Flexi-work arrangements at MAS are discretionary based mainly upon the operational needs of the department and must have the prior approval of the employee's respective Line Manager and informed to Human Resources.

ii) It is important to note that not all job roles at MAS will be amenable to flexi-work arrangements and therefore, consideration of flexi-work schedules will be reviewed on a case-by-case basis by the respective Line Manager and Human Resources.

iii) Long term flexi-work requests will be reviewed and approved/rejected by the Line Manager in consultation with the relevant Head of the Department (where needed) when making decisions to approve/reject flexi-work requests.

iv) In order to obtain approval for flexi-work arrangements, the following elements will be considered:

- The nature of the employee's job
- The requirements of the employee's team or department
- The impact on his/her colleagues
- The duration of the arrangement
- The impact on customers
- The performance of the employee
- The ability of the employee to work independently
- Employee's tenure
- Employee's communication skills

v) A flexi-work request can only be made once every six (06) months. Therefore, following the rejection of a flexi-work request, an employee cannot make a further request for a period of six (06) months or until the reason for rejection is rectified.
e.g.: In January 2021, Natasha makes a request to work remotely on two (02) days of the week, and her Line Manager explains that it is difficult to accommodate the request immediately because they are carrying out in-person training for new recruits over the next few months and that there is no way to roster the work as she is the only resource with the expertise. Natasha can then make a request for remote working again, in July of 2021. However, if the in-person trainings are not complete by July 2021

and it is an integral part of her job role, Natasha should consider whether it is practical for her to make a second request at all.

vi) Line Managers must give appropriate consideration to all requests for flexi-work (long term or short term). In doing so, Line Managers must act in accordance with the MAS Equal Opportunity and Anti-Harassment policy and, ensure that each request is treated with fairness and equity and has due consideration for all the particular circumstances.

vii) Respective Line Managers, and Human Resources are expected to consider all requests for flexi-work arrangements objectively and fairly but are not required to grant approval.

5.3 EMPLOYEE RESPONSIBILITY

i) It is the responsibility of the employees to read and understand the Flexi-Work Policy prior to submitting a Flexi-Work Request.

ii) Any use of flexi-work with Line Manager approval, not obtained through a long-term flexi-work application, shall be marked on the Oracle system by the employee.

iii) Employees working from another MAS location or working remotely (whether long term or short term) shall ensure that Line Managers are kept informed of their location of work, so that the company is aware of the employee's location during work hours.

5.4 TERMINATION OF FLEXI-WORK ARRANGEMENTS

i) Flexi-work arrangements, whether long term or short term, may be modified or terminated for any reason or as needed, to ensure that the arrangement does not negatively impact the employee's, department's, SBU's or organisation's work in any manner or form.

ii) In the event of an aforementioned modification or termination of an employee's long-term flexi-work arrangement, two (02) weeks of notice will be given to the employee, prior to the reversal of the flexi-work arrangement.

iii) In the event of a disciplinary violation, leading to the reversal of the flexi-work arrangement, three (03) days of notice will be given to the employee.

6.0 PROCEDURE

6.1 SUBMITTING A LONG-TERM FLEXI-WORK REQUEST

If a long-term flexi-work arrangement is desired, the employee must fill and submit the online flexi-work request form which will be automatically directed to his/her Line Manager for approval.

6.2 RESPONDING TO A FLEXI-WORK REQUEST

i) Line Managers are encouraged to consult relevant Head of the Department when making decisions to approve/reject flexi-work requests.

ii) Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their work pattern/s.

iii) The request may be granted in full, in part or refused. MAS may propose a modified version of the request.

iv) If the Line Manager grants approval for the request or rejects the request, the relevant Human Resources Manager and the employee will be notified of the same through an email.

v) If the request is approved, then the employee will be sent a confirmation mail which will include details of the new work arrangement (*e.g.: timing, days of work etc*.) for the duration of the trial period.

vi) The confirmation email will include the following the agreed terms,

- start and end date(s)
- confirmation that service delivery needs take precedence
- a review date (all arrangements are to be reviewed after three (03) months, earlier if the circumstances change for either the employee or employer)

vii) Provided the request is denied, the employee is to receive a response email, which clearly states the reason(s) why the requested is being denied.

viii) The system will automatically inform the respective Human Resources of all approvals and rejections of flexi-work requests, as it is mandatory for the respective Human Resources to be informed of any rejections.

ix) Where considered necessary, Human Resources may connect with respective Line Manager to understand reasons for rejections and investigate the same.

6.3 REVIEWING NEW LONG TERM FLEXI-WORK ARRANGEMENTS

i) New flexi-work arrangements will be reviewed after three (03) months. The Line Manager may make a recommendation to the Head of the Department and Human Resources about the ongoing viability of arrangement based on the effectiveness of the arrangement.

ii) Employees of MAS who are granted the ability to follow flexi-work arrangements are expected to effectively fulfill the entirety of their job role and duties.

iii) Please note that it is the employee's responsibility to ensure that a conversation with the Line Manager regarding the flexi-work arrangement takes place in three (03) months, which will determine the continuation or termination of the arrangement.

iv) In the event the review concludes that flexi-work arrangement has not been effective, and the employee has not met the above requirements, the arrangement will cease, and employee will return to their previous work arrangement.

v) In the event the arrangement is not approved for continuation, the employee is to be informed in writing of the decision. The employee is to receive an email which clearly states the reason(s) why the requested is being denied.

6.4 RIGHT TO APPEAL THE DECISION

i) The employee has the right to appeal the decision if their request is refused or is only agreed in part.

ii) The employee may speak to his/her respective Head of Department and/or Human Resources regarding appealing the decision.

iii) Please note that there is no obligatory reversal of the decision.

6.5 VARYING AN EMPLOYEE'S CONTRACT

i) In the event that an employee's flexi-work request is approved, the employee will receive an acknowledgement mail as mentioned in 6.2 (iv) above.

ii) The organisation reserves the right, at the end of the agreed trial period, to require the employee to revert to their previous work arrangement.

iii) Provided the work arrangement receives approval past the three (03) month trial period, a confirmation letter (in the case of full time flexi work) or an addendum to the existing Letter of Appointment (in the case of Transitioning In - Part Time), covering the details of their new work pattern/s and variations to the terms of the employee's contract for the agreed period of the flexi-work arrangement, is to be received by the employee.

7.0 NON-COMPLIANCE

i) Report non-compliance of the policy via one of the following channels:
- Speak to your relevant Human Resources representative
- Speak to your relevant SBU, Divisional or Group Code Officer
- Lodge a complaint via the DNA Helpdesk
  - Log on to masdnahelpdesk.ethicspoint.com

ii) The Code Officers and other accountable parties will maintain the confidentiality of all parties involved in the recording and investigation of the complaint.

iii) It is your responsibility to support ongoing investigations by being open, honest and maintaining confidentiality.

iv) Retaliation against an individual for lodging/ attempting to lodge a complaint, supporting a victim, or participating in investigations amounts to non-compliance of the MAS DNA (Code of Conduct) and the policy.

v) Reporting unfounded false allegations with wrongful intentions of malice, in a bid to tarnish reputations, amount to non-compliance of the MAS DNA.

8.0 RESPONSIBILITY

i) Employees are responsible for requesting and participating in flexi-work arrangements according to the procedures outlined in this policy.

ii) They are further responsible for using their flexi-work arrangements responsibly and utilising it to best serve the organisation while achieving a better work-life balance.

iii) Employees must further recognise that service delivery needs are the priority when requesting a flexi-work arrangement.

iv) Line Managers, and Human Resources are responsible for determining when flexi-work arrangements are appropriate and consulting with employees who request them. They are responsible for approving, monitoring and discontinuing flexi-work arrangements as outlined in this policy.

v) It is the responsibility of every Head of Department / Line Manager to ensure all employees and stakeholders are educated on and adheres to the policy and take immediate and appropriate action against violations of the policy, if brought to their attention or observation.

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ANNEXURE 1: SAMPLE TEMPLATE - CONFIRMATION LETTER

SAMPLE TEMPLATE

CONFIRMATION LETTER

FULL TIME FLEXI-WORK ARRANGEMENT

21st January 2022

Ms. Maduri Fernando
No. 3/1, Raymond Road,
Dehiwala,
Sri Lanka.

Dear Maduri,

Confirmation for Flexi-Work Arrangement

Following successful completion of the trial period on flexi-work arrangement, this letter has been issued to confirm your flexi-work arrangement for the next six (06) months. Please refer to the details of the arrangement below:

- Type of work arrangement: **Remote working**
- Official workplace: You are expected to report to your official worksite on Mondays, Wednesdays and Fridays on a weekly basis. **Tuesdays and Thursdays, you may decide to work from any location agreed with your manager**
- Work Hours: 8.30am to 5.30pm
- Beginning of trial period: 21st October 2021
- End of trial period: 21st January 2022
- Beginning of flexi-work period: 21st January 2022
- End of flexi-work period: 21st July 2022

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SAMPLE TEMPLATE

CONFIRMATION LETTER (cont.)

You are expected to ensure that this arrangement does not disrupt your job role and responsibilities. Should you fail to measure up to the required standards of service, during the arrangement, the organisation reserves the right to revert you back to your initial work arrangement, with two (02) weeks' notice.

In the event of a modification or termination of your flexible work arrangement due to a business requirement, you will be given two (02) weeks of notice before being reverted back to your initial work arrangement. In the event of a disciplinary violation leading to the reversal of the work arrangement, you will receive three days of notice.

Should you have any questions please do not hesitate to contact me.

Yours sincerely,

_____ _____

Senuri Perera (HRM) Date

I have read and understood the above and agree to the terms and conditions of the arrangement.

_____ _____

Maduri Fernando Date

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ANNEXURE 2: SAMPLE TEMPLATE - TERMINATION OF FLEXI-WORK ARRANGEMENT

SAMPLE TEMPLATE

TERMINATION OF FLEXI-WORK ARRANGEMENT

1st May, 2021

Ms. Maduri Fernando
No. 3/1, Raymond Road,
Dehiwala,
Sri Lanka.

Dear Maduri,

Termination of Flexi-Work Arrangement

Further to the trial period of your flexi-work arrangement, this letter has been issued to confirm the termination of arrangement, namely **Flexi time**. The review of your trial period concluded you cannot effectively fulfil your duties while working on a flexi time arrangement.

Therefore, your flexi-work arrangement will be terminated as at 21st July 2021. You are expected to revert to your previous work arrangement and report to work on a fulltime basis from Monday to Friday during the hours of 8.30am to 5.30pm, on or before the 4th August 2021. At this juncture, please note that all terms and conditions, as stated in your MAS Capital Letter of Appointment dated 6th June 2017 will be in immediate effect.

Please feel free to contact me for any further clarifications if necessary.

Yours sincerely,

_____ _____

Rashmi Jayaweera Date
(Manager -Human Resources)

I have read and understood the contents of this letter and accept the same.

_____ _____

Maduri Fernando Date

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ANNEXURE 3: SAMPLE TEMPLATE - ADDENDUM TO LETTER OF APPOINTMENT

SAMPLE TEMPLATE

ADDENDUM TO CONTRACT OF EMPLOYMENT

TRANSITIONING IN - PART TIME

21st January 2021

Ms. Maduri Fernando
No. 3/1, Raymond Road,
Dehiwala,
Sri Lanka.

Dear Maduri,

Addendum to Contract of Employment

This Addendum accompanies and provides amendment to the terms to your existing Contract of Employment dated 6th June 2017, with effect from 21st January 2021, ending as at 21st April 2021 – the duration of your requested flexi-work period. For this time period you will be operating on a flexi-work arrangement, namely **Transitioning In - Part Time.**

The following will form the temporary variations and conditions of employment, to your Contract of Employment:

Hours and Days of Work

You may report to your official worksite on Mondays, Wednesdays, and Fridays, during the hours of 8.30am to 5.30pm.

Termination of Flexible Work Arrangement

While your flexi-work period is in effect, should you fail to measure up to the required standards of service during the arrangement, the organisation reserves the right to revert you back to your initial work arrangement, with two (02) weeks' notice.

In the event of a disciplinary violation leading to the reversal of the work arrangement, you will receive three (03) days of notice.

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SAMPLE TEMPLATE

ADDENDUM TO CONTRACT OF EMPLOYMENT (cont.)

Salary

You are entitled to a prorated, monthly salary of LKR 60,000/=

Travel

You are entitled to a prorated travel allowance of LKR 4,000/=

All other terms and conditions, as stated in your MAS Capital Letter of Appointment dated 6th June 2017 will remain unchanged and in effect.

Yours sincerely,

_____ _____

Rashmi Jayaweera Date
(General Manager, Human Resources)

I acknowledge that I have read this Addendum or it has been read to me; I understand and accept the terms and conditions set out within it, and that this Addendum, together with my Letter of Appointment, form the Agreement of Employment for the duration of the trial period of my Part-Time work arrangement.

_____ _____

Maduri Fernando Date

ANNEXURE 4: FULL-TIME (REDUCED) WORK REQUEST FORM

FULL-TIME (REDUCED) WORK REQUEST

To: *Line Manager*

Section 1: Employee Details

SBU:		**Department:**	
EPF Number:		**Name:**	

Section 2: Request Details

	YES	NO
• This is my first Reduced Work Request (Transitioning-in) the past six (06) months	☐	☐
• This is to extend my Reduced Work Request (Transitioning-in)	☐	☐

Section 3: Indicate which of the following statements are applicable to you

	YES	NO
1) I am a full-time employee at MAS	☐	☐
2) I have completed two (02) years of service at MAS, its subsidiaries, or joint ventures	☐	☐
3) My job role does not require in person interaction with customers or team on all five (05) days a week	☐	☐
4) My job role can be successfully managed without my physical presence at my official worksite	☐	☐

Proposed Start date:		**End date:**	

Section 5: Full-Time (Reduced) Work arrangement

1) Number of days you plan to work

_____

2) Indicate the days you plan to work
(Specific days of the week should be agreed with Line Manager. E.g.: Monday/Tuesday/ Wednesday)

_____

3) Proposed start time

_____

4) Proposed end time

_____

Section 6:

I have read and understood MAS' Flexi-Work Policy

YES ☐ **NO** ☐

Signature		**Date**	