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Hybrid Work Policy

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1. Definition

Hybrid work is a flexible AE Partner work arrangement that combines remote work and office-based work, allowing an employee to perform their duties from various locations, including the office, home, or other remote points, while adhering to the company's principles and requirements.

The hybrid work model can take various forms depending on the organization and the nature of the work.

1.1. Flexible Hybrid Work Model

In this model, an employee can freely choose their work location as well as working hours. An employee can work from home, the office, or other locations, considering the goals and tasks to be achieved. A fixed workspace is not required in the office; however, upon arriving at the company, it is possible to use the available workspaces for work in the office.

1.2. Fixed Hybrid Work Model

In this model, the company sets specific days for remote work and office work. An employee can work from home on predetermined days each week. A fixed workspace in the office is provided, but if the number of remote workdays exceeds the number of office workdays, then the available workspaces in the office can be used.

1.3. "Primarily Office-Based" Hybrid Work Model

This model allows an employee to work mostly in the office but provides flexibility to choose certain days for remote work as needed. A fixed workspace in the office is provided.

1.4. "Primarily Remote" Hybrid Work Model

In this model, an employee primarily works remotely with a scheduled or flexible office presence for meetings, training sessions, etc. A fixed office workspace is not provided, but available workspaces in the office can be used when needed.

The most suitable hybrid work model is determined based on the organization's needs, the employee's role, and the nature of their work.

2. Policy Objective

The policy establishes the framework for AE Partner's hybrid work model, aiming to provide flexibility while maintaining productivity, team collaboration, and operational efficiency. It also seeks to retain and attract talented employees and experts in roles that are critical to the organization's core functions. The policy is especially focused on professionals whose residence is far from the company or who face other circumstances that make on-site work challenging but do not prevent them from fully performing their duties remotely.

3. Suitability for Hybrid Work Model

To ensure that the organization's Hybrid Work policy is applied fairly and consistently, the rules for implementing the hybrid work model are based on general criteria.

An employee may work under one of the hybrid work models if:

- the job specification does not require constant presence at the company;
- the necessary technology for the job specification can be provided;
- the employee demonstrates high productivity, reliability, and responsibility for work;
- the employee possesses the necessary skills for remote work, collaboration and the ability to maintain effective communication with the team.

The employee's work in the hybrid work model must not negatively impact team performance, collaboration, and customer service, as well as the continuity of interactions with other positions in the organization.

The hybrid work model is not applicable to physical labor roles or positions that require personal presence, such as Electrical Equipment Assembler, Warehouse Employee, Technical Employee, and similar positions.

The employee's and the role's suitability for hybrid work availability is evaluated by the direct manager and coordinated with HR. If there is non-compliance with any of the listed criteria, an employee may be denied the opportunity to work in the hybrid model.

4. Work Organization

The hybrid work model is determined and applied based on the role, work specifics, team needs, and collaboration. Every employee working in a hybrid work model has an agreed-upon work schedule with their direct manager, outlining remote and on-site workdays according to the designated hybrid work model.

4.1. On-Site Necessity

Although the company provides hybrid work options, allowing employees to work remotely or in the office, and that is agreed in the employment contract, there are situations when the employee's presence is required at the company. These can include team meetings, client visits, training sessions, or other activities where in-person interaction offers additional benefits and added value.

Any changes to the employee's work schedule must be agreed and approved by their direct manager.

4.2. Working Hours

Remote work must be carried out during the company's official working hours unless otherwise approved. Any changes to working hours must be agreed upon with the direct manager.

For teams in different time zones, working hour differences are considered and adjusted individually.

4.3. Breaks and Rest

In the hybrid work model, the breaks and rest periods designated for on-site work must be followed. Every employee has the right to uninterrupted rest outside the designated working hours.

5. Workspace

In the hybrid work model, an employee can choose a suitable workspace while adhering to the company established standards that ensure productivity, safety, and work quality. An employee can work from home, the company office, or other locations that comply with AE Partner policies and labor law requirements.

If work is performed outside the home or office, the employee must ensure that the workspace meets the company's data security and confidentiality requirements. Work in public places, such as cafes or co-working spaces, is allowed only if data protection is guaranteed, avoiding access to information by third parties and using a secure internet connection in compliance with AE Partner's IT policy.

6. Technical Support and Equipment

6.1. The company's responsibility

Regardless of the work model, the company provides necessary technology, equipment, tools, and resources to enable an employee to effectively perform their duties.

Certain job positions may require specialized software or equipment that is not part of the standard equipment package provided to all employees by the company. Decisions regarding these specific needs and their provision are made by the employee's direct manager in coordination with representatives from the IT and HR departments.

6.2. The Employee's Responsibility

An employee is responsible for creating and maintaining a remote workspace that ensures privacy, safety, and an environment that minimizes disruptions.

An employee is responsible for ensuring a stable internet connection during working hours. If the employee is unable to fully perform their duties due to an internet outage, the work must be carried out from the office or another suitable location.

An employee working in any of the hybrid work models is provided with access to the company's IT infrastructure according to the job's specifics. If any software or technical issues arise with the equipment provided by AE Partner that hinders remote work, the employee must inform the IT department about the issue and notify their direct manager about the limited ability to perform job duties.

7. Data Security and Privacy

In a hybrid work environment, it is crucial to ensure data security and protect personal and company information. Employees accessing or processing work-related data must use company-approved IT equipment and software. All devices used for work must have regularly updated operating systems and applications. Employees should avoid using insecure public networks and must immediately report any data breaches or security issues to the IT department.

The company provides necessary training and tools to help employees manage data securely. Employees must adhere to all company policies and guidelines related to data security and privacy, such as the General Data Protection Regulation (GDPR), Privacy Policy, IT Policy, etc.

8. Work Performance Evaluation

Evaluating work performance is an essential component of managing the hybrid work model, as it encourages employee accountability for work execution and ensures transparency of work results, regardless of the work environment. The evaluation process provides assessment on employee's productivity, engagement, and collaboration level, irrespective of where the work is performed. Evaluations are conducted in accordance with the company's performance management process, which fosters clear communication between the manager and employee regarding expectations and ensures direct feedback, which is vital for the employee's development and well-being. Digital tools, such as time-tracking and productivity monitoring software, may be used to oversee work processes.

9. Communication and Collaboration

Ensuring effective communication in a hybrid work environment is crucial to maintaining a unified workflow, collaboration, and employee engagement.

9.1. Communication and Collaboration Tools

The company uses various communication and collaboration tools, such as Microsoft Teams, Microsoft Outlook email, and company-provided mobile phones, for quick and convenient information exchange between teams and employees. An employee must adhere to established response times for messages and emails to ensure communication efficiency.

9.2. Communication and Ethics

The company's communication culture is based on clarity, openness, constructive approach, and company values.

To foster employee engagement, strengthen team cohesion, and ensure successful collaboration in a hybrid work environment, teams should implement initiatives that maintain personal connections and a sense of presence. These initiatives may include organizing informal virtual meetings that promote colleague collaboration and regularly following updates on the company's intranet to stay informed and maintain a sense of belonging within the team.

An employee must maintain a professional attitude, regardless of whether they are in the office, working remotely, or attending online meetings. A professional attitude includes using appropriate language, courteous communication, appropriate attire during video calls, and showing respect to colleagues. Ethical and professional behavior helps build

mutual trust and maintain a positive work environment. To ensure this, the following documents have been developed: the Code of Ethics, the 10 Golden Rules of Email Communication, and Recommendations for More Effective Meetings.

10. Employee Health and Well-Being

AE Partner is committed to ensuring the physical, mental, and emotional well-being of an employee so that they feel safe, motivated, and able to maintain a work-life balance, even in hybrid work conditions.

The company promotes and supports the creation of ergonomic workspaces at home by offering advice on setting up a work environment.

The company provides support for the employee's mental and emotional well-being by offering access to psychological support programs- paid specialist consultations.

AE Partner regularly organizes well-being promotion activities, such as healthy lifestyle challenges, team-building events, as well as offering various training sessions and seminars on stress management, burnout symptoms, work-life balance, and other topics to help strengthen the overall well-being of the team.

11. Expenses and Compensation

Regardless of the work model, the company's general remuneration rules and compensation policy apply to the employee.

The company does not cover utility bills, internet costs, or other expenses related to working under a hybrid work model. Likewise, accommodation and transportation costs incurred when traveling to the office or another workplace chosen by an employee are not reimbursed.

In specific cases, after evaluating the situation, the company may agree on individual compensation terms with an employee.

12. Duties and Responsibilities

The duties and responsibilities in the hybrid work model are designed to ensure productivity, engagement, and success. In a hybrid work environment, both the employee and the direct manager must adapt to different working and communication methods and approaches. Effective communication, flexibility, mutual accountability, and respect are crucial elements for the successful operation of the hybrid work model for all involved.

12.1. Employee Duties and Responsibilities:

- Adhere to the company's rules, policies, and working hours, coordinating availability with the direct manager. Follow the work schedule set by the organization and agreed with the manager. Maintain availability during designated working hours.
- Maintain communication and regular contact with the manager and colleagues using company-provided communication tools. Attend all meetings to which an employee is invited.
- Ensure a safe and productive remote work environment, including the use of necessary technology, minimizing distractions, and preparing an appropriate workspace for meetings/video calls.
- Follow the company's established security protocols and IT policy. Use company-approved devices and IT systems for work.
- Engage in team collaboration by actively participating in team meetings, regardless of location.
- Clearly indicate the work model in their MS Outlook calendar.
- Ensure that job responsibilities and related tasks are completed with quality and within set deadlines, regardless of the employee's location or place of work.
- Regularly review work results and provide updates on completed tasks to the direct manager.

12.2. Manager Duties and Responsibilities:

- Identify and provide the necessary resources and support to ensure that work is completed to the required standard.

- Clearly define work tasks, priorities, and set measurable, achievable, and time-specific goals that align with the organization's priorities. Regularly review achieved results and provide continuous feedback on employee performance.
- Promote team collaboration and maintain communication. Establish clear and open communication methods to ensure that all team members, regardless of their workplace, are informed of requirements, updates, and changes.
- Ensure team cohesion in both remote and in-office work environments, fostering a sense of belonging.
- Monitor the employee's well-being and engagement, recognizing signs of burnout or detachment and addressing any issues promptly.
- Ensure fair treatment regardless of whether an employee works on-site or in a hybrid work model.
- Evaluate team feedback on hybrid work experiences to identify improvement opportunities and make necessary adjustments to the Hybrid Work Policy and practices.

13. A law compliance clause

This hybrid work policy is developed and implemented in accordance with the applicable laws and regulations governing employee employment. All employment relations and organizational processes associated with this policy will be conducted in compliance with the relevant requirements.

If any provision of this policy conflicts with applicable laws or regulations, the law shall prevail over the policy provisions. All actions related to remote work under this hybrid work policy must fully comply with applicable laws.

14. Related Policies and Guidelines

- IT Policy
- Privacy Policy (Includes SIA AE Partner Work Regulations and Introduction to Occupational Safety)
- Code of Ethics
- Recommendations for More Effective Meetings
- Whistleblower Policy
- Annual Employee Satisfaction Survey