Qpoint

Process owner: Katrine Karlsen	Approved by: Aislinn Jensen	Approved date: 2/26/2024	Published version: 1

Purpose

Banqsoft recognises the value that remote working provides for employees and the company. This policy sets out the terms for remote working, including the background for the policy and which considerations must be met in order to work remotely.

Policy statement

Banqsoft recognises that the flexibility to work from home has many advantages for employees like reduced travel time and more focus, family & leisure time, and this is still something Banqsoft would like to offer its employees.There are also some aspects we miss when working from home like being included in social activities, informal communication, collaboration between teams and other areas and our individual contribution to the culture and experience employees and new joiners have together in the office. Additionally, remote work can lead to more on screen meetings, and innovation can be affected by the level of stimulation from environment.

In Banqsoft we strive to create a culture that enables collaboration, competence sharing and good onboarding of new people across teams. Therefore, Banqsoft's principle is "Office First", meaning that your primary workplace should be the Office, but with the flexibility of working from home when the business and the team allows it. As an employer Banqsoft strives to provide all employees with great working conditions in the office, with comfortable and well-functioning workstations. Banqsoft is responsible for the maintenance of equipment at the office as well as Banqsoft laptop which can also be used at home office. If working from home does not work well for you, e.g., you do not have an ergonomic chair and desk, you should not choose to work from home.

We encourage **3 days per week**, with **two days being mandatory**. We do not hire employees on a fully remote basis.

The hierarchy of considerations

When deciding if and when to work remotely, the below hierarchy of considerations must be taken into account. The needs of the business must be considered first, then the needs of the team and finally the needs of the individual employee.

1. The Business

- Have we planned any customer meetings in our office or at the customer's office?
- Have we planned any internal meetings with physical attendance?
- Are there any activities in the office that requires my physical involvement and presence?
- Have anybody told me that they want me to come to the office?

2. The team

- Do we have any projects going on where knowledge sharing is important?
- Are there any activities or initiatives in my team or unit where physical presence is benificial?
- Do we have any team member from other offices visiting?
- Are we onboarding a new team member this week?

.3. The team member

- How will my workday be most efficient – working from the office or from home?
- How can I structure my day to provide the best output?

How to make home office work

- Plan your day: Plan your work intelligently and make sure to communicate your plan.
- Respect working hours: More flexibility in the work situation generates higher need for digital availability.
- Stay Connected: Remote work requires accessibility. It is essential for co-operation in remote settings to stay connected.
- Be a Team Player: Adapt your availability both virtually and physically to your team and the business needs.
- Always think about Banqsoft's and others' needs.

Remote work is not always a good idea

One size doesn't fit all. We have different roles and functions in the organization. For some remote work is more beneficial than for others. And for a few of us it's simply not a good idea.

We don't solve any problems by not coming to work. If you have any issues with a colleague or there's something else that makes you not want to come to work, home office is not how to overcome it. Please talk to your manager or People & Culture who will assist in solving the problem.

Remote work is never part of a fixed schedule. It's not an option to agree on fixed days working from home e.g. every Wednesday. That will make planning of on-site activities impossible.

Policy compliance

No changes to the current employment contract.
The Banqsoft office is still your formal place of work.
The current working hours still applies.

Definitions

N/A

References

N/A