



## **FIRST PACIFIC COMPANY LIMITED**

### **第一太平洋有限公司**

*(Incorporated with limited liability under the laws of Bermuda)*

Website: [www.firstpacific.com](http://www.firstpacific.com)

(Stock Code: 00142)

## **FLEXIBLE WORKING HOURS POLICY**

This policy supports First Pacific's Code of Conduct (Code) and must be read in conjunction with the Code.

### **1. INTRODUCTION**

Our flexible working hours policy outlines our provisions for staff who want to change their working hours, days or weeks.

This policy applies to all staff who need an alternative arrangement of work schedules and whose work permits flexibility.

### **2. POLICY**

We recognize that some employees need to work flexible hours. Example reasons include but are not limited to:

- Parenting;
- Doctor appointments or other medical circumstances; and
- Work-life balance, as agreed with management.

Flexible hours can refer to a number of different arrangements:

- Flexible working time when staff choose to shift their everyday schedule by starting the day later or leaving earlier. The total number of working hours doesn't change. "Core hours" may be established during which an employee is obliged to be present at the workplace;
- Reduced hours when an employee works for fewer than the standard working hours either by fewer hours per day or by fewer days per week. In such cases salary is calculated anew depending on the new schedule; and/or
- Job sharing when two people divide their schedule to do the same job.

To determine whether an employee is eligible for flexible arrangements, we consider:

- The nature of the employee's job. For example, if the job requires attendance at specific hours or every day per week or has a full-time workload, then the employee is not eligible for reduced working hours.
- The needs of the employee's team or department. For example, some departments (e.g., finance) may require staff to be present due to necessary close teamwork;

- The impact on colleagues. For example, if the department's operations are largely dependent on teamwork, there is less or no flexibility; and
- The duration of the arrangement. For example, an employee may have flexible hours during a specific limited period but may have to follow a standard schedule otherwise.

If a member of staff initiates the request for a flexible schedule, then the following procedure will be followed:

1. The employee files an official request with their manager and the Human Resources Department explaining the reasons for the request;
2. Their manager approves/rejects the request after considering the above criteria;
3. The Human Resources Department approves/rejects the request;
4. The employee and management meet to discuss details of the arrangement and set specific goals and responsibilities;
5. The Human Resources Department puts the agreement in writing to be signed by the employee and his department head; and
6. The decision must be revisited and discontinued if it negatively affects the productivity or efficiency of the individual or his department as determined by department head or the Human Resources Department.

In cases where the employer does not approve of the employee's request, the employee will receive an official letter explaining why.

*Dated 10 December 2020*

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