

HYBRID WORK POLICY - REVISED

Effective Date: 1 April 2026

Purpose and Scope.

The purpose of this policy, applicable to all members of the Ultradata team across Australia, New Zealand and Malaysian geographical locations, is to set out the revised framework under which Ultradata may agree to hybrid working arrangements.

In framing this policy, Ultradata has been guided by the following:

- **Ultradata strongly believes that the process of people working together in an office environment is more effective for collaborating, problem solving, innovating and developing solutions than in a virtual environment. This has been a key factor in Ultradata's success over many, many years.**
- However, Ultradata also recognises that there are a range of Federal and State laws that may require Ultradata to:
 - take reasonable measures to accommodate an illness or injury that an employee or a prospective employee may have, or sustain; or
 - accommodate employees with other protected attributes (e.g. parental status or status as a carer).
- Ultradata will review requests for hybrid work arrangements with consideration for the performance and productivity of the individual and the team concerned
- Arrangements will be amended or rescinded, with reasonable notice by Ultradata, where they are not facilitating at least commensurate levels of performance and productivity
- Working from home is not a standard or contractual entitlement. Further, there are certain roles within Ultradata's structure that cannot be undertaken in a home environment. The decision as to whether a role can avail of hybrid work arrangements will rest with Ultradata.
- Obligations under the Work Health and Safety Act 2011; Ultradata must ensure that employees are not exposed unnecessarily to health and safety risks in their place of work, so far as is reasonably preventable.

Hybrid Work Policy

Ultradata's standard position is that it requires employees to work from the office.

However, requests to enter into a Hybrid Work Agreement will be considered on an individual basis, considering a range of factors. These will include the suitability of the work for a hybrid arrangement, operational requirements, security, cost, health and safety, and the circumstances of the employee.

In the event that Ultradata consents to a request for a hybrid working arrangement, those arrangements will be subject to the following:

Standard Days of Working in the Office, and from Home

- Unless otherwise agreed, the specific days where all full-time employees will be required in the office will be Monday, Tuesday, Wednesday and Thursday of each week. If approved, eligible employees may work from home on a Friday only.

- The above will not apply to members of the Leadership Team and senior leaders with 'Head of' titles. These leaders will be required to attend the office five days per week from the effective date.
- All new employees must work full-time in the office for a period of six months after their commencement. During the period leading toward the end of this period they may, if they wish, apply to participate in hybrid work arrangements
- If approved, the initial period of approval for any new hybrid work arrangement will be for the period leading up to the earlier of 1 April or 1 October in any given year, so that the employee can then move into the common six-month cycle that applies to all employees undertaking hybrid work
- The agreed working hours of an employee working from home remain the same as those they would have completed in the office. All hours must be recorded as per standard time-sheeting practice
- The employee must be contactable by their manager and other employees during the agreed hours they are working from home
- The employee's home address ('nominated working from home address') is regarded as the employee's place of work during the period it is agreed the employee may work from home
- The employee will take all reasonable precautions to secure Ultradata's property and Confidential Information, whilst at the office, and whilst working at home
- Other than a laptop or desktop computer provided to the employee by Ultradata, the employee, whilst working in a home-based environment, must provide and fund their own other 'tools of trade' including reliable internet access, printer (if required) and mobile phone. Approval for a Hybrid Work Arrangement will not entitle an employee to be issued new or additional IT equipment by Ultradata.
- The granting of a request to participate in a hybrid working arrangement (or any decision to allow an agreed arrangement to continue into another six-month review period) will not give rise to any contractual rights or entitlements and may be withdrawn at any time in Ultradata's sole discretion.
- Should Ultradata withdraw an employee's ability to participate in a limited hybrid working arrangement, it will provide a two-week period of notice, unless otherwise agreed
- Any grant of a request for a hybrid working arrangement will be subject to any other conditions and requirements as Ultradata may introduce from time to time.
- All new Hybrid Work applications must be accompanied by a completed and approved Safety Risk Assessment Form including an outline of the emergency evacuation procedure ("egress") and photographic evidence of appropriate first aid and fire extinguisher provisions
- In light of the obligations we have to Ultradata's clients (and our own employees) to maintain the confidentiality of information, the granting of hybrid working arrangements will be subject to the same confidentiality conditions that apply to employees working permanently from the office.

Requesting Initial Approval to Enter into a Limited Hybrid Work Agreement

Prior to applying for a Hybrid Work Agreement, the employee should first discuss their reasons with their manager. Following this, the employee should complete and submit a Hybrid Working

Agreement Request Form. The employee must work in the office until the requested working arrangement is approved and the commencement date starts.

Hybrid Working Agreement Request Form.

The Hybrid Working Agreement Request Form shall include:

- Reasons for the request – referencing the factors that Ultradata should consider
- Legal Entitlement to Request Flexibility (if applicable) including any explanatory materials
- Confirmation that a Health and Safety Risk Assessment and other requirements have been completed and separately endorsed by People & Culture. *If people have already received approval under a previous policy, they will not be required to re-submit the Health and Safety documents, unless they have changed their residential address.*

Approval Granted for a Specific Residential Address

Approval for Hybrid Work Arrangements will be granted noting the specific residential address that a working from home arrangement applies to. If the employee changes residential addresses, temporarily or permanently, during the period of a Hybrid Working Agreement they must notify and obtain approval from their manager to continue to work under the agreed arrangement. The employee must satisfy Ultradata that the new working from home location meets the same work health and safety standards as the home location previously approved.

Exchanging Days in the Event of Infrequent or ‘One-Off’ Working from Home Arrangements

Ultradata recognises that, due to specific one-off circumstances, including emergency circumstances, an employee may need to work from home for a short period, on an ad-hoc or intermittent basis.

In these scenarios the employee will not be required to submit a Hybrid Work Arrangement Request Form. However, they must, prior to staying at home (or leaving work to go home) speak with their immediate manager about the specific circumstances, and agree that working from home over the short period is the best way to manage the emergency situation.

In some cases, the immediate manager may form the view that annual leave, or another form of leave (e.g., carers’ leave) is more appropriate. In all cases, the key test should be that the employee can and will be able to work productively at home. Working from home arrangements to attend to such one-off emergency circumstances may not be for a period greater than one day.

Approval for one-off requests to work from home for a short period will be at the discretion of Ultradata, and considered on a case by case basis. Immediate Managers should notify Chief Officers where they feel that is appropriate, and issue an Out of Office notification.

Application Process.

1. All new requests for Limited Hybrid Working arrangements are to be discussed by the employee, first, with their immediate manager.
2. During the course of the discussion, the employee and manager should agree on how they will secure the People and Culture approval to the Health and Safety requirements (if a new application)

3. The People & Culture endorsement of Health and Safety evidence should be secured before the Request Form is provided by the manager, to the Leadership Team member.
4. After the employee has completed and submitted their Request Form to their immediate manager, the manager should then forward the completed Request, with an appropriate recommendation, to the applicable Leadership Team member, for review.
5. The Leadership Team member must then provide a formal recommendation to the CEO.
6. For a Request to be approved it must be approved by the CEO.

Continuations

Approval Periods ('Review Cycles') and Requests for Continuation of Hybrid Work Arrangements

Approved Hybrid Work arrangements will be approved for a period of six months at a time. Staff with approved Hybrid Work Agreements will be working under a **common, six-month review cycle**. There will be two review cycles each year:

Cycle (1) will commence on 1st April and conclude on 30th September;

Cycle (2) will commence on 1 October and conclude on 31 March the following year.

Existing staff without an approved Hybrid Work arrangement may apply for an approved Hybrid Working arrangement at any time. However, if approved, the initial period will be the period leading up to the earlier of the 1st April or 1st October, so they can move into the common six-month cycle.

The Four Week Administration Period.

There will be two designated four week 'Administration Periods' leading up to the beginning of each new six-month cycle; the first being the last four weeks of March, and the second being the last four weeks of September.

During this period, staff with previously approved Hybrid Work Agreements should expect that:

- Their immediate manager will speak to them to clarify if they wish to continue for a further six months;
- They will be required to sign a form known as the 'Request to Continue Hybrid Work Arrangements'
- If agreeable, the manager will then use the same form to record their endorsement of the continuation for a further six months.
- The CEO will work with the Chief Officers to review all continuation requests and staff will be advised of the outcome by their immediate managers.

These approval processes must be completed prior to the beginning of a new cycle.

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