



WORK FROM HOME POLICY

At PMG, we understand the complex nature of life, and that sometimes it demands unforeseen, unplanned engagements that may make it challenging to work from the office. This includes but is not limited to scenarios, e.g. family obligations, young children, menstruation, mild illness, etc. We strongly believe in our people and their commitment to business operations. To facilitate our people, PMG provides a Work From Home Policy that can be availed on a voluntary or need basis.

An employee may take up to a maximum of 2 No “work from home” per month. Prior approval from his/ her line manager is necessary. Approval must be taken in advance via email listing scope of work targeted for completion (Working Project, Work description, Duration of work, etc.). Without advance approval, any work from home shall be considered as leave of absence.

Planning in advance is the foundation of quality work and good teamwork. Let us be our very best at Planning.

Note that this policy is applicable only to employees working at Head Office.