



SIEMENS



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Flexi Work Arrangement in Siemens

EMPOWERED TO GROW!

Flexi Work Arrangements



- Flexi Work Hours
- Work from Home Program

Flexi Work Hours



Objectives

Brings **benefits** to both employees and the organization.

Provides arrangements for a **flexible system of attendance** to help employees to **manage their daily hours of work** to suit their individual needs and **the needs of the organization.**

Flexi Work Hours Arrangement

Core Hours

9.30 am

-

4.30 pm

(All staff must be present at work during these period)

Normal Working Hours

8.30 am

-

5.30 pm

Option 1:

7.30 am - 9:30 am

Option 2:

4:30 pm - 6:30 pm

Flexi Hours

40 hours/week

(excluding 1 hour lunch break)

Total Number

Work from Home Program

Objective

- The purpose of work from home arrangement is to provide employees with an alternative way of working in a preferred working condition and with better possibilities for focusing on the employee's job responsibilities.
- The intention is also to support work-life balance and thus, reinforce the Company's values.



Background

- PRIDE@Siemens is a committee that worked on this project based on feedback received from employees.
- The project duration spanned over 9 months [planning & design, pilot implementation] and was successfully launched as a pilot on September 2012 for 4 months. Officially launched on January 2013.
- Policy was crafted to govern the program effectively.

Work from Home Program

Guidelines

Eligibility is one(1) day a week and if the nature of the job permits.

Application, approval and revocation is done online. All applications is at the discretion of the Managers and Department Heads.

No restriction on position level, department/division, duration of service or work performance except the probationers.

Clear expectations set for work from home employees and their Managers.

A Work, Health and Safety checklist and questionnaire adhering to the company's security and data protection guidelines is in place.

Infrastructure Support

- Laptop, remote access to share points and shared folders.
- 50% subsidized home internet connectivity packages without exceeding RM100 per month.

Work from Home Program

Outcome



Pilot

- 4 months
- 7% of the total employees

Productivity

- No reduction
- Continued to respond to urgent work tasks
- No compromise to work.

Cost & commuting time savings

Engagement

- Increased engagement by employees as they could spend more time with family.

Work from Home Program

Challenges

- Managers were reluctant due to productivity concern.
- Employees were unsure on the eligibility criteria.

More than 15% employees of Siemens Malaysia is on the Work from Home Program as of April 2015

Q & A

