

PREFACE

The **MEF Survey on Implementation of Work From Home & Work From Office (WFO) Practices in Response to COVID-19 Pandemic** was conducted to obtain feedback from members on the implementation of WFH and WFO practices and other forms of flexible work arrangements before, during and current response to COVID-19. In this Report, key insights on the implementation of flexible work arrangements are unpacked as a reference guide for employers in the private sector companies on the set-up and practices on work from home (WFH) arrangements as well as return to work at the office arrangements

On the implementation of WFH in response to COVID-19 pandemic, the publication provides detailed information on the percentage of workforce on WFH during the MCOs, the special arrangements, incentives, benefits and proposals to Government to improve implementation of WFH.

Analysis on the implementation of other work arrangements such as flexible working hours, staggered work, shift/ ROTA work and normal/ fixed working hour schedule by private sector companies, are highlighted in the Report. With the growing interest in the best practices in the implementation of these new forms of work arrangement including the Hybrid Work model, this Report would be the essential guide on current trends and practical strategies adopted by business in the new work environment.

Another important area covered by the Report is the analysis on the private sector companies' Return-to-Work policy; the measures taken by participating companies to ensure the safety and health of their workers, the workplace, the compliance of the SOPs and the support given by employers on the well-being and health of their workers. Included in the key insights is the review of the practices of participating companies on the COVID-19 screening, the quarantine period and the employee's vaccination programme.

The countless contribution and cooperation of the participating companies in sharing the information with MEF is very much appreciated and acknowledged.