



Flexible Working at Virteffix

Our approach

Flexibility sits at the heart of how Virteffix operates. We are a remote-first, privately owned governance consultancy providing professional company secretarial, governance and administrative support to a diverse client base. Our working model is built on trust, professionalism and autonomy, enabling our team to deliver consistently high-quality work while maintaining a sustainable balance alongside their wider commitments.

At Virteffix, flexibility is not a benefit offered in isolation. It is a mutual arrangement that works best when supported by strong technical skills, sound judgement and a willingness to be responsive to client needs. This document explains how flexible working operates in practice and what candidates should expect when considering a role with us.



Zero hours contract

Roles offered under our flexible working model are engaged on a zero-hour contract basis.

This means that:

- Virteffix is not obliged to provide a guaranteed number of hours, and workloads may vary from week to week depending on client demand.
- Team members are not obliged to accept any particular volume of work offered to them.
- We will endeavour to accommodate preferred working patterns and requested hours where business needs allow, but this cannot be guaranteed at all times.
- Candidates must carefully consider whether a zero-hour arrangement would be financially sustainable for their individual circumstances before accepting a role with Virteffix.

In practice, the availability of work is closely linked to flexibility, reliability and quality. Team members who are able to respond flexibly to client needs, and who are open to picking up a range of work aligned to their skills, typically have greater access to ongoing work.

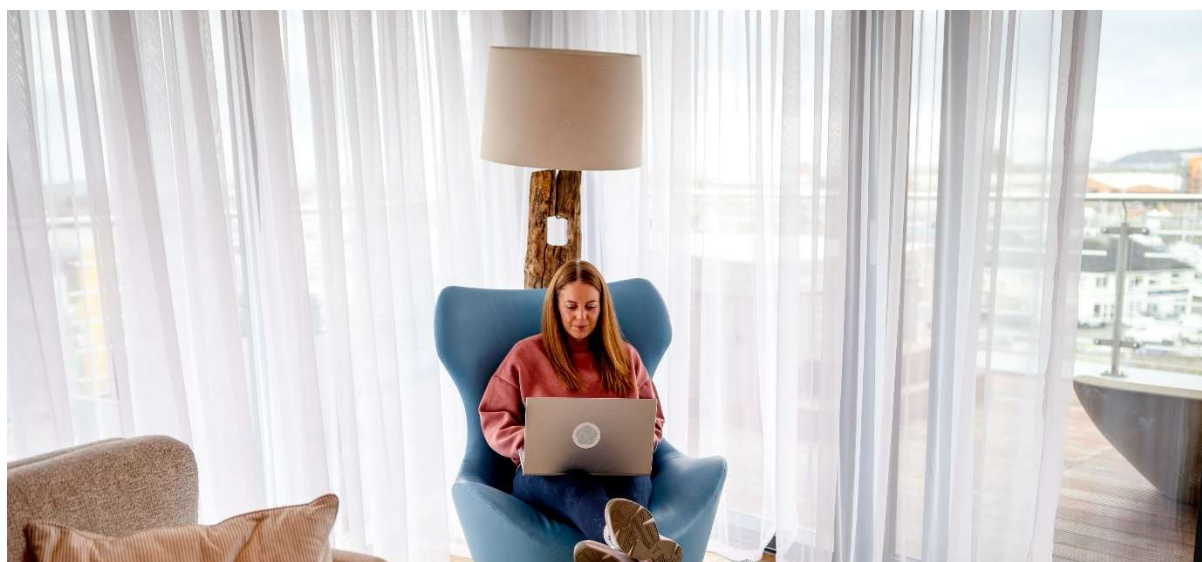


Remote working model

With the exception of attending in-person client meetings where required, or providing secondment services where attendance at a client's premises has been agreed in advance, roles at Virteffice are fully remote.

Team members work from their home or from another secure location of their choice, provided that the working environment is suitable for professional governance work. This means the location must be private, quiet and secure, with a reliable internet connection and appropriate safeguards in place to protect confidential client information at all times.

Remote working at Virteffice is built on trust and professionalism. Team members are expected to ensure that their chosen working environment enables them to focus, meet deadlines and deliver work to the high standard our clients expect.



Location, licensing and regulatory considerations

Virteffice only engages individuals who are licensed and entitled to work in Jersey or Guernsey. Our remote working model does not change this requirement.

Where a team member chooses to work temporarily from a location outside Jersey or Guernsey (for example, while travelling), it is the individual's responsibility to ensure that:

- their working arrangements do not trigger any visa, immigration, tax residency or employment law obligations in another jurisdiction;
- their location does not create regulatory, licensing or establishment risks for Virteffice or its clients; and
- they continue to comply with all confidentiality, data protection and information security obligations.



Virteffix does not provide advice on immigration, tax or residency matters. Team members must satisfy themselves that any temporary remote working arrangements are compliant with their personal circumstances and applicable laws.

Where there is any uncertainty, team members are expected to raise this in advance so that potential risks can be considered. Virteffix reserves the right to restrict or decline remote working from certain locations where doing so would present legal, regulatory or operational risk.



Culture and working at Virteffix

Virteffix is known for offering a supportive, flexible and professional working environment. Flexibility is not treated as a perk, but as a core part of how we enable people to do their best work while delivering a high standard of service to our clients.

We value:

- high standards of professionalism, accuracy and quality;
- efficiency and reliability;
- collaboration and open communication;
- autonomy built on trust and accountability; and
- sustainable careers that sit alongside full lives.



As a small, privately owned firm, our team members are visible, trusted and relied upon. This environment suits experienced professionals who value flexibility, independence and responsibility, and who take pride in delivering work of a high standard without compromising on judgement or client service.

Expectations of our team

Flexible working at Virteffice is underpinned by professionalism and personal responsibility. As a small firm delivering high-quality governance services, we rely on each team member to work independently and to a consistently high standard.

We therefore expect team members to:

- be comfortable working independently with minimal supervision;
- have the technical skills and experience required to produce accurate, high-quality outputs for the role they are recruited to perform, including strong minute taking where applicable;
- work efficiently and manage their time effectively;
- interpret and follow written instructions accurately;
- demonstrate a high level of organisation and self-discipline suitable for remote working;
- be confident using technology and digital tools integral to our delivery model;
- record and submit timely and accurate timesheets; and
- manage deadlines responsibly, communicating clearly and early if issues arise.

This model relies on mutual trust. We do not operate a culture of micromanagement. Instead, we place confidence in our people to manage their workload professionally, to exercise sound judgement and to seek support when needed.

In summary

Flexible working at Virteffice offers:

- genuine remote working;
- autonomy supported by trust and accountability;
- variable hours under a zero hours contract; and
- a professional, supportive and values led culture.

We encourage all candidates to carefully reflect on whether this model aligns with their personal, professional and financial needs. For those who value flexibility alongside high standards and meaningful responsibility, Virteffice offers a demanding but fair environment in which to do their best work.

