Work From Home Policy

PURPOSE OF THE POLICY:

The Work From Home (WFH) policy is designed to provide flexibility to employees while ensuring productivity, discipline, and business continuity. It supports employees in balancing personal and professional responsibilities while maintaining clear guidelines for smooth team functioning.

WORK FROM HOME APPLICABILITY:

- Maximum **4 weeks (28 days)** of WFH allowed per year, inclusive of weekends.
- More than **2 consecutive weeks** of WFH at a time will not be approved.
- **No more than 3 employees** may be on WFH on the same dates.
- WFH requests must be submitted and approved **at least one week in advance**.
- Urgent/same-day WFH is allowed only **once a month** and is subject to approval.
- **Monday and Friday WFH not allowed:** Requests for these days will not be accepted unless applied for a week in advance.

ADDITIONAL WFH RULES

- If an employee has already completed **more than one week of WFH**, **no extension** will be allowed.
- If the employee does not return after the approved WFH period, the **entire duration will be marked as Unpaid Leave**.
- If an employee on WFH requests an additional leave for **travelling**, then weekends during the travel period will be marked as **Unpaid**.
- If an employee is on WFH for more than one week, **no new leave requests will be approved** if applied after reaching home or after starting the WFH. Leaves must be applied **before** the WFH period begins.

● Any violation of the WFH rules will result in leave being marked as **Unpaid** and may lead to further administrative action.

IMPORTANT GUIDELINES

● **Stick to your working hours**: We expect you to work 9.5 hours per day including lunch break, which has to be the same as office timing. You need to be available for your teammates throughout business hours.

● If you are working on a different time schedule then get the approval for the same well in advance

● **Stay online**: It's important to stay connected with your team and colleagues. Check your e-mail and chats regularly.

● **Availability for meetings:** Meetings can be scheduled anytime during office hours; be available to join the meetings and it is mandatory. **Join meetings with your camera and mic on.**

● There should be proper electricity backup so that you are not disconnected.

● **Check your internet connection:** A broadband connection is a must. If you are working on a hotspot then make sure good data speed is used and the hotspot device is not used for calling during office hours

● Use of screenshot casting software is mandatory and hours need to be logged on to that

● If you face issues with any of your tools or systems, reach out to [HR/Support Engineer] to work on quick solutions and inform your team lead about it.

● **Create a workspace:** Have a dedicated workstation where you can sit comfortably for work. Keep all essential items within your reach. This will help in your working style and also benefit your health.

● **Limit distractions:** Separate work from personal duties. If at any time you need to leave your workstation for any reason, keep HR/your lead informed.

● **Share your status reports every day(mandatory):** Remember to share your work reports daily.

● Your WFH can be cancelled anytime and you can be called to Work From Office as needed.