
REMOTE WORK AND HYBRID WORK POLICY

1. Purpose

TechnoSphere India Private Limited recognizes the evolving nature of work and supports flexible work arrangements that promote a healthy work-life balance while ensuring productivity and security. This Policy provides a structured framework for remote and hybrid work, enabling eligibility, approvals, equipment security, attendance tracking, and expense management.

2. Scope

This Policy applies to all eligible employees of TechnoSphere India Private Limited, including full-time, part-time, contractual, and temporary staff permitted to work remotely or under hybrid models.

3. Eligibility and Approval

- Eligibility for remote or hybrid work will be determined based on job roles, performance, employee preference, and operational requirements.
 - Employees must obtain written approval from their reporting manager and HR before commencing remote or hybrid work.
 - Priority is given to roles that do not require daily on-site physical presence and to employees who demonstrate self-discipline, reliability, and effectiveness.
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4. Work Arrangements

- **Remote Work:** Employees work entirely outside the Company premises.
- **Hybrid Work:** Employees split their time between remote and on-site work, adhering to agreed schedules.
- Core working hours and weekly work hours remain consistent regardless of location.
- Employees are expected to remain reachable via phone, email, and collaboration platforms during working hours.

5. Equipment and Security

- The Company will provide necessary hardware, software licenses, and secure VPN access as required.
- Employees are responsible for the safe use and maintenance of company equipment.
- Employees must follow IT security protocols including data protection, password management, and use of secure networks.
- Any loss, theft, or damage to company property must be reported immediately.

6. Attendance and Productivity Monitoring

- Remote employees must record attendance daily using the Company's designated system.
- Managers will set clear expectations regarding deliverables, deadlines, and communication.
- Regular check-ins, virtual meetings, and performance reviews will be conducted to monitor productivity.
- Attendance flexibility may be provided for time zones, family care, or health needs but must be pre-approved.

7. Expense Reimbursement

- The Company may reimburse approved expenses related to remote work, such as internet charges, office supplies, and utility costs, subject to submission of valid receipts and prior approval.
- Expenses unrelated to work purposes are not reimbursable.

8. Compliance and Conduct

- Remote and hybrid employees must comply with all Company policies, including conduct, confidentiality, health and safety, and data privacy.
- Employees must ensure their remote work environment is safe, ergonomically sound, and free from distractions.

9. Termination of Remote Work Arrangement

- Remote or hybrid work arrangements are subject to periodic review and may be modified or revoked based on business needs, employee performance, or changes in circumstances.
- Failure to comply with this Policy may lead to suspension of remote work privileges or disciplinary action.

10. Policy Review

This Policy will be reviewed annually or as necessary to reflect technological advances, legal requirements, and business needs.

Approved by: Board of Directors

Effective Date: Jan 2025

Review Date: Jan 2025