**Summary of the Remote Work Policy**

**Eligibility:**

* All full-time employees who have completed at least 6 months with IOCL.
* Employees whose roles and responsibilities can be effectively performed remotely.

**Key Features:**

* **Remote Work Schedule:** Employees may work remotely up to [number] days per week, subject to manager approval.
* **Work Hours:** Flexible working hours are encouraged, with core hours from [Start Time] to [End Time].
* **Communication:** Regular check-ins via [Preferred Communication Tools] are required to ensure smooth collaboration.
* **Workspace:** Employees must have a dedicated, quiet workspace and reliable internet connectivity.

**Procedure:**

1. **Application:** Submit the Remote Work Request Form to your immediate supervisor for approval.
2. **Approval:** Your supervisor will review the request and provide feedback within [number] business days.
3. **Agreement:** Once approved, you will need to sign the Remote Work Agreement outlining expectations and responsibilities.

**Guidelines:**

* **Productivity:** Maintain a high level of productivity and meet all work deadlines.
* **Availability:** Be accessible during work hours for meetings and communications.
* **Security:** Follow all company policies regarding data security and confidentiality.

For detailed information, please refer to the attached Remote Work Policy document.

Download Remote Work Policy Document

**Implementation Timeline**

* **Policy Announcement:** [Current Date]
* **Policy Effective Date:** [Start Date]
* **Training Session:** A mandatory training session on the new policy will be held on [Training Date] at [Training Time]. Please RSVP by [RSVP Deadline].

**Support and Resources**

We understand that transitioning to a remote work model may require adjustments. To support you, we will provide:

* **IT Support:** Assistance with setting up your remote workspace.
* **Workshops:** Sessions on effective remote work practices and tools.
* **HR Support:** Dedicated HR personnel to address any questions or concerns.

We believe this policy will foster a more flexible and productive work environment, benefiting both our employees and the organization as a whole. Your feedback and cooperation are crucial to the successful implementation of this policy.