



Work from Home Policy

Effective @ 01-01-2025

Objective:

- To provide flexibility for managing emergencies and travel needs while ensuring seamless operations and productivity.

Monthly WFH Allowance:

- You are allowed **two days** of work-from-home (WFH) per month.
- These days are to be utilized for emergencies or urgent personal matters that require your presence at home.

Quarterly WFH Provision:

- In addition to the monthly allowance, you are entitled to **five consecutive** days of WFH in a **quarter**.
- This provision is specifically for instances of significant emergencies or for periods when you are traveling to your hometown or another location.
- The usage of these days should be planned and communicated to the reporting manager and HR in advance, whenever possible.

Policy Usage and Limitation:

- The monthly and quarterly WFH allowances are exclusive of each other and **cannot be combined**.
- Unused WFH days from the monthly allowance do not roll over to the next month.
- Similarly, unused days from the quarterly allowance do not accumulate or roll over to the next quarter.

Exhaustion of WFH Balance:

- If you exhaust the WFH allowance, any further WFH requests will be considered as leave and will be deducted from the leave balance.
- In exceptional circumstances, additional WFH days may be granted at the discretion of the **management**, considering the nature of the job and your responsibilities.



Procedure:

- You are required to apply the request through razorpay and your manager will review and take action accordingly.

While working from home you are expected to be available during normal working hours and maintain productivity levels.

In case of any query feel free to reach out to Shatakshi D for further assistance.

PS: This policy is subject to review and amendments. Any changes will be communicated to all members.