

Internet Policy- Work from Home

Executive Summary

Internet access is part of the basic necessities in this age. As a company, we follow a hybrid-friendly working model. This policy is intended to help cover those scenarios where employees working from home would/may need to use a personal internet connection to conduct official business. This document/policy is governed by the framework outlined in [Appendix A](#).

Reimbursement

- If the primary internet at home is not sufficient, or there are genuine reasons for not being able to get good internet access at home, Team Leads can petition the management to sponsor internet access for the affected team members. The company will reimburse the price for a wifi device and up to **PKR 2500** per month for internet services. The wifi device will still belong to the company, and the users should use this strictly for official purposes.
- In a situation where the primary internet at home is deemed sufficient by the employee or has been enhanced (increase of bandwidth) to accommodate official needs, the company will reimburse up to **PKR 2500** per month for internet services.
- All claims will be processed against the relevant bill or invoice, which clearly shows that it is the bill or invoice for internet services.

Some Guidelines

- Apart from internet access at home, everyone should enable their phones to serve as a hotspot in cases of emergency. All telecom providers have packages for prepaid daily/weekly and monthly internet access that can be enabled on demand. This is a cost-effective solution for backup internet services in times of need.
- If backup internet service also fails, there should be an option to dial into the meetings. The only issue with this is the fact that most client meetings have a dial-in number that is US-based. Dialing in from the phone will require enabling international dialing through your provider. Everyone should verify that they can call an internet number using their phones and should use that feature if both internet connections fail, and attending the calls is mandatory.
- Finally, if you know in advance that you will have to play a key role in a given meeting and there are issues with internet connectivity (or power) at home, it might be worth going to the office for such calls.

Important Note

- In light of all of the above, the Company will not take excuses to the contrary lightly and would rightly expect all of its employees to have a good internet connection to ensure that all official tasks and/or communication are being taken care of in the most efficient manner possible.