

Attendance

Executive Summary

The attendance policy's purpose is to define the semantics of working from the office in a post-COVID hybrid workspace.

This document is governed by the framework outlined in [Appendix A](#).

Office Timings

The regular working hours are from 10/09:30 am to 7/06:30 pm, which includes time off for lunch and recreational activities. There is an additional hour off on Friday for Juma Prayer, and it is expected that people will cover that time by extending their work hours by Fifteen minutes each day during the rest of the week.

During Ramadan, the team works shorter hours. Seven instead of Eight. Every team is allowed to determine how they will complete these work hours during the month while still honoring client calls and commitments.

Depending on the project and client needs, teams may choose a different start time with approval from the Leadership.

Team leads and the Leadership is responsible for ensuring adherence to the team timings.

Attendance in Meetings

Leads must always be available for daily stand-ups with clients. In case of absence, they should identify someone from their team to lead the meeting.

For important meetings like client all-hands and major demos, all members of the team are advised to be present in the meetings for their own learning and to answer questions pertaining to their work.

Work models

The work model that Conrad Labs generally follows is Hybrid unless otherwise specified in the employee's appointment letter or contract. However the conditions pertaining to that are mentioned below:

Onsite

All employees are required to work on-site for upto one year before moving to the hybrid work model. However, it is important to note that in situations where an employee opts to relocate from the city of initial employment to another locality after they move to the hybrid model, the company will not assume the costs associated with the employee's travel to the office in the city of initial hiring.

Hybrid

Employees who move to a hybrid working model would be required to work from office with their team on designated days of the week. The frequency of working from the office will be communicated by the Leadership and will be dependent on the team and clients needs. In the interest of conservation of resources, teams are required to inform the kitchen of any change in their work-from-office work days so an appropriate quantity of food is prepared each day.

Remote

Employees who are hired to work remotely will be communicated the same clearly on their offer letter/appointment letter/contract and are not expected to travel to meet the team in any of our offices unless preapproved by the leadership.

Working from home

This option is in place to facilitate the employee/s to work from home when they are required to be at the office, under special circumstances, for a limited period of time. A full-time, confirmed employee is eligible to request to work from home with approval from the lead or the Leadership. Approval will be granted on a case-to-case basis, keeping in view the productivity and needs of the team.

It is not at the employee's discretion to decide when they want to work from home, and the number of days worked from home without prior approval will be considered as PTO.

