

# **Work From Home (WFH) Policy**

## **Objective:**

This policy aims to provide clarity and structure around Work From Home (WFH) arrangements to ensure that employees continue to deliver results and remain accountable even while working remotely. The objective is to balance employee flexibility with organizational productivity and to ensure fairness, consistency, and transparency.

## **Eligibility Criteria for Work From Home:**

WFH will be granted **only under specific circumstances**, which include the following:

### **1. Medical Reasons (Self):**

Employees experiencing minor health issues that do not hinder their ability to work, or those recovering from illness/surgery, may be permitted to work from home. In such cases:

* A valid medical reason must be provided.
* A medical certificate or prescription may be required if the duration exceeds 2 days.

### **2. Medical Emergency (Immediate Family):**

If an immediate family member (spouse, child, or parent) is critically unwell or hospitalized, and the employee’s presence is essential:

* A request with proper justification must be submitted.
* Supporting documents (hospitalization slip, doctor note, etc.) may be requested.

### **3. Exceptional Personal Circumstances:**

In rare and non-medical cases, the WFH request will be **evaluated on a case-to-case basis** and allowed **only upon approval from both the Reporting Manager and HR**, considering:

* Nature and urgency of the reason
* Business requirements and project deadlines
* Criticality of the employee’s role

## **Application Process:**

To standardize and streamline WFH requests, the following process must be followed **strictly**:

* **All WFH requests must be submitted only through the KEKA platform.**
* Email, WhatsApp, or verbal requests will not be considered.
* Applications should be made at least one day in advance, unless in case of emergencies.
* The employee must clearly mention the reason for WFH and the number of days requested.
* Managers must approve/reject WFH requests only through KEKA.

## **Mandatory Requirements During WFH:**

### **1. Attendance Management:**

* Employees must **Clock IN and Clock OUT** daily on KEKA, reflecting their actual working hours.
* This is necessary for payroll, performance, and compliance tracking.

### **2. Task Reporting:**

* Employees must share a detailed **daily task update** to reports@antiersolutions.com
* The report should include:  
  + Tasks completed
  + Ongoing work
  + Any blockers or support required

### **3. System Monitoring - TimeChamp Tool:**

* Installation of the **TimeChamp system monitoring software is mandatory** for all employees working from home.
* The tool must run actively during working hours and should not be paused, tampered with, or turned off.
* It helps in tracking productivity, work patterns, and verifying working hours.

## **Audit & Monitoring by HR:**

To ensure transparency and accountability, the **HR team will perform periodic audits** of all WFH cases using the following parameters:

1. **Attendance Check:** Clock-in and Clock-out timing from KEKA.
2. **Activity Monitoring:** Screen and task tracking through the TimeChamp system.
3. **Work Report Verification:** Daily task updates submitted on the specified channel.

If any **discrepancies** are identified, such as:

* Missing attendance logs
* Inactive or suspicious TimeChamp activity
* Incomplete or missing task reports

Then the respective day(s) will be marked as **Leave Without Pay (LOP)** without any further notice. In serious or repeated cases, disciplinary action may be initiated.

## **Non-Compliance Consequences:**

Failure to comply with any part of the WFH policy will lead to the following actions:

* **Immediate LOP** for the affected days.
* **Written warning** or memo in case of repeated non-compliance.
* **Revocation of WFH privileges** for the concerned employee.
* Escalation to senior management or disciplinary committee, if required.

## **Managerial Guidelines:**

* Managers must ensure that WFH requests are reviewed promptly.
* Approval or rejection must be documented exclusively on KEKA.
* Managers are accountable for monitoring daily work updates and verifying productive engagement.

## **Clarifications & Support:**

For any issues regarding:

* KEKA access or WFH application
* TimeChamp setup or technical problems
* Submission of reports or queries about policy

Employees may contact the **HR team** directly. Timely support will be provided.

## **Important Notes:**

* WFH is a **temporary flexibility** provided in specific situations and **not a permanent right**.
* Abuse or misuse of WFH may result in revocation of remote privileges or disciplinary actions.
* Employees must ensure proper working conditions at home (internet, system access) while on WFH.
* TimeChamp and KEKA compliance is **non-negotiable** and must be maintained throughout the WFH period.