**Guidelines for Telecommuting**

1. All the employees need to be online during working hours.
2. At the end of every day they need to send the detailed status report to the Manager.
3. The person will be available on phone, email, Skype all the time during office hours.
4. Employees can take breaks as per office time schedule only.
5. The employees should have good internet connectivity.
6. The employees are responsible to arrange the peaceful workstation at their home.
7. The employees are required to check their emails and other communication channels frequently to stay connected.
8. The employees need to adhere all the necessary policies and procedures and data security precautions.
9. If any equipment is provided by the company, the employee will be responsible for the safety and maintenance of the equipment.
10. The official equipment should be used for office purpose only.