Work from Home (WFH) Policy Summary

Effective Date

- **Start Date**: December 1, 2023

Allocation of WFH Days

- **Standard Allowance**: Every employee can choose 2 WFH days per month.
- **Additional Days**: 2 more WFH days can be granted with managerial approval.
- **Total Maximum**: Up to 4 WFH days per month.

Communication and Approval Process

- Employees must communicate with their managers and adhere to the approval process for smooth implementation.

  ➢ **Collaboration and Teamwork**

    - **Spontaneous Interactions**: In-office settings facilitate spontaneous interactions and brainstorming sessions that can lead to creative ideas and solutions.
    - **Face-to-Face Communication**: Direct communication can often be more effective and faster than virtual communication, reducing misunderstandings.

  ➢ **Building Relationships**

    - **Team Bonding**: Regular face-to-face interactions help in building stronger relationships and camaraderie among team members.
    - **Networking Opportunities**: Being in the office provides opportunities to network with colleagues from different departments, fostering a sense of community.

  ➢ **Supervision and Support**

    - **Immediate Feedback**: Managers can provide immediate feedback and support, helping employees stay on track and resolve issues quickly.
    - **Mentorship**: Junior employees benefit from the presence of senior colleagues who can provide guidance and mentorship.

Bodhtree Consulting Limited

REGISTERED & CORPORATE OFFICE :
Level-2, Wing-A, Melange Towers, Patrika Nagar,
Madhapur, Hitech City, Hyderabad - 500 081
TEL : +91 40 4261 9840 WEB : www.Bodhtree.com
CIN : L74140TG1982PLC040516

➢ **Access to Resources**

- **Technology and Equipment**: Employees have access to office equipment and technology that might not be available or as efficient at home.
- **Support Services**: In-office support services, such as IT help desks, are more readily available to address technical issues.

➢ **Productivity and Focus**

- **Structured Environment**: The office provides a structured environment with fewer distractions compared to home, potentially leading to increased productivity.
- **Separation of Work and Personal Life**: Working from the office helps maintain a clear boundary between work and personal life, reducing the risk of burnout.

➢ **Company Culture**

- **Cultural Integration**: Being present in the office helps employees immerse themselves in the company culture, values, and mission.
- **Engagement Activities**: Participation in company events, meetings, and activities enhances engagement and loyalty.

➢ **Professional Development**

- **Learning Opportunities**: On-site workshops, training sessions, and seminars are more accessible.

- **Career Advancement**: Visibility in the office can lead to more opportunities for recognition and career advancement.

➢ **Performance Management**

- **Monitoring and Evaluation**: Managers can more effectively monitor performance and provide support and resources as needed.
- **Team Performance**: The overall performance of teams can be better managed and coordinated in an office setting.

While remote work offers many benefits, the office environment provides unique advantages that contribute to the overall effectiveness, culture, and success of an organization.

This policy offers flexibility while ensuring managerial oversight and effective communication.