

Return to Office (RTO) 2.0

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1.0 PURPOSE

The aim of the RTO 2.0 policy is to foster a collaborative and engaged workplace environment by facilitating in-person interactions among teams, strengthening connections with managers and leadership, and enhancing overall operational effectiveness. By encouraging regular and punctual attendance, RTO 2.0 aims to support the Company's commitment to a productive and cohesive work environment, essential for achieving our shared goals and delivering exceptional outcomes.

2.0 SCOPE

The policy applies to all permanent employees (including contractors) who are on-rolls of YASH Technologies Pvt Ltd (YASH). Employees who are posted at client site should adhere to client's work policy. This policy must be read in conjunction with the existing Attendance Policy. In case of any conflict between Attendance Policy & RTO 2.0 Policy, RTO 2.0 policy's sections will override the Attendance Policy. In case of any conflict, the decision of the RTO Panel will be final.

3.0 OWNERSHIP/IMPLEMENTATION

The ownership & implementation of this policy lies with the Human Resources (HR) Department. It will be effective from November 11, 2024, for associates who have place of posting as Pune, Indore & Hyderabad location, and will continue to be in force unless superseded by a revised policy. The HR Department along with the RTO 2.0 Panel reserves the right to amend, abrogate & reinstate the entire policy or any part of it at any time as & when it deems fit.

Based on the business requirements, the management reserves the right to modify, amend or withdraw this policy in whole or part without assigning any reason whatsoever and without giving any prior notice. The interpretation of the policy rests exclusively with the company. The decision of the company is final and binding. Any exceptions to the policy would be at the sole discretion of the company management.

4.0 ACCOUNTABILITY

The accountability to drive the success of RTO 2.0 lies on the respective Business Unit Heads in collaboration with the project managers & the delivery managers. Each project manager would be responsible for the associates tagged to them. Non-adherence by the associate would lead to formal actions against them.

The Human Resources People Partner (HRPP) team along with the local facilities team will aid the business in the implementation of the RTO 2.0 policy.

5.0 STANDARD WORK MODULE

The official work mode for all associates in the rolls of YASH Technologies Private Limited will be Hybrid.

It will be 3 days per week from YASH India offices for associates tagged to customer engagements (working in fully/partial billable mode) and 5 days per week from YASH India offices for corporate teams (SSG), associates on non-billable assignments, trainees & leadership (E7 & above).

For associates having 3 days per week from YASH India offices, the designated days would Tuesday-Wednesday-Thursday. In case associates need to support project in extended hours beyond shift timings, they are expected to cover a minimum of 5 hours in office on each of these days & a total of 45 hours every week excluding week-offs. In case any project/ team feels any other combination of 3 days will work better for the project's delivery & productivity – the BUH will take approval from the RTO 2.0 Panel.

For other associates they are expected to complete 9 hours on daily basis. In case of urgent needs, a minimum of 5 hours a day will be required for attendance consideration. However, a net of 45 hours every week needs to be completed excluding week-offs.

All associates would be entitled to 24 work from home days in a calendar year. (For associates having 3 days work from office a week, this is in addition to the 2 days' work from home every week) This is to ensure we provide our associates with the necessary flexibility to aid completion of their deliverables, it would be called Flexi-Work from Home.

Flexi – Work from Home will be available at the beginning of every quarter (6 every quarter, 24 in a year) as a Time Off type – associates can plan their work from home schedule accordingly. At the end of every quarter these days would lapse & will not be carried forward.

6.0 EXCLUSIONS

All exceptions are subject to approval from their respective Business Unit Heads & RTO 2.0 Panel. The decision of the RTO2.0 Panel shall be final. Few exceptional scenarios are mentioned below:

- New mothers (who are in the 1st year after delivery and have resumed work post Maternity Leave. The work from home extension can be done for maximum of 6 months or end of 1 year post delivery, whichever is earlier)
- For expectant mothers in their final trimester, in case of health constraints work from home extension can be provided up to the start of their maternity leave with the approval of RTO 2.0 Panel. However, in such cases post their maternity leave they might not be able to avail the additional extension available. (decisions would be taken on case-to-case basis based on the medical reports)
- Female Associates working in the US Shift (18:30 PM – 3:30 AM) or any other shift wherein their log-out time is between 12:00 AM – 12:00 PM
- Associates with shift timing ending post 10:00 p.m (log out between 10:00 PM – 3:00 PM). can work from home with PMs approval & intimation to RTO Helpdesk. This clause is not applicable to associates who are tagged to base location: Pune – Hinjewadi & Hyderabad – Raheja Mindspace.
- Associates with critical illness (critical illness as defined in our GMI policy*)

- Associates who are tagged to Indore as base location but have Gurgaon as place of posting
- Associates who were recruited with a permanent work from home clause in their offer letters. The clause will be subject to amendment in case of any business requirements
- Associates currently tagged to Bangalore/ Chennai offices ~ feasibility checks are being run for RTO 2.0 in both these locations, the clauses will not be in effect from November 11, 2024, in these locations. However, the Bangalore/Chennai offices will be under the of the RTO 2.0 policy shortly. Associates mapped to these locations can plan accordingly.

***Critical illness covers following conditions –**

1. Cancer
2. Open Chest CABG
3. First Heart Attack
4. Kidney Failure requiring regular Dialysis
5. Permanent paralysis
6. Open Heart Replacement of replacement of valves
7. End stage liver disease

7.0 NON-ADHERENCE

To ensure a consistent approach, tracking measures to monitor attendance have been set up. Non-adherence to the RTO 2.0 guidelines will be handled strictly, potentially involving all or a combination of the listed measures. The RTO team will maintain a defaulters list for every week, starting November 11, 2024.

The listed measures include but are not limited to:

- Formal warnings looping respective unit heads, group heads & COO.
- Earned leave/Accumulated Earned leave/Payroll deduction for days not completed in the office.
- Impact on PLI disbursements and increments during PACE cycles.
- Any action may be deemed fit by the RTO 2.0 Panel in consultation with the BGH.

8.0 DECISION MAKING AUTHORITY

To ensure flawless implementation and non-biased decision making – an RTO 2.0 Panel will be constituted which is the decision-making authority for all matters related to the RTO 2.0 policy.

The Business Unit Heads (BUH) & the Business Group Heads (BGH) can present any case they feel relevant to the panel for decision making. The expected TAT of the panel on issues related to RTO policy is 48 hours. In the interim – the associate can continue functioning in their existing mode of working. The decision of the panel will be considered final in all cases.

9.0 REPORT SUGGESTIONS & QUERIES

Thank you for your cooperation. We believe that an associate is the biggest asset for the company. Therefore, your suggestions are most welcome. This will help us in making the policies more associates friendly. For any suggestions related to policy/process please write to at YASH RTO Helpdesk (rto.helpdesk@Yash.com).

Thanking You – Team HR