

Remote Work Policy – 2025

This policy outlines Azilen Technologies' approach to remote work for the year 2024.

1. Remote Work Schedule

Employees may work remotely up to three days per week, subject to manager approval and team coordination.

2. Availability Requirements

All remote employees must be available online during core working hours: 10:00 AM – 4:00 PM IST, unless otherwise agreed upon with their reporting manager.

3. Meetings and Collaboration

Remote workers are expected to:

- Attend all scheduled meetings
- Keep their video enabled during calls unless excused
- Collaborate effectively via approved communication tools (e.g., Slack, Microsoft Teams)

4. Device & Security Compliance

Employees must:

- Use company-provided devices for all work-related activities
- Follow Azilen's IT security policies, including VPN use and data encryption standards

5. Performance Monitoring

Performance reviews will include metrics that reflect both in-office and remote contributions. Team leads will provide regular feedback throughout the quarter.

6. Role-Based Eligibility

Remote work availability may vary based on role, department, and client commitments. Managers will communicate individual eligibility and schedules.

7. Policy Updates

This policy is effective as of January 1, 2025, and may be revised at the discretion of management. Employees will be informed of any changes in advance.