

SOP > SATURDAY WORK FROM HOME

APPLICABLE FOR EVERYONE FOR ALL SATURDAY ACROSS ALL VERTICALS

- **Day & Timing:** All Saturdays from 10:00 AM to 5:00 PM.
- **Intimation for Saturday Leave:** Team Members > Manager & HR > Management

BASIC & MANDATORY RULES:

- This SOP is applicable to everyone working with the company.
- There is flexibility to choose your working hours on Saturdays; however, please ensure you remain accessible and responsive during the day.
- Regular Updates: Keep your manager informed about your work progress throughout the day.
- Everyone at the company is required to follow the established work-from-home and leave protocols as outlined in this SOP.
- Saturdays are designated as mandatory work-from-home days with flexible hours, during which everyone must stay in regular communication with their manager.
- There shall be disciplinary action on individuals who do not follow this SOP.

LEAVE PROTOCOL:

1. Should you require a leave of absence, you are required to communicate this directly with your manager keeping HR in copy.
2. Your manager is the solo decision maker for your leave and in his absence the same shall be managed by the HR.
3. Leave should be applied for a minimum of 1 week in advance and we shall review and approve your leave requests accordingly.

EFFECTIVE DATE: This SOP is effective as of August 16, 2024.

APPROVED BY: HR & Management.

DATE OF ACTIVATION: August 16, 2024

**APPROVER FARZEEN QADRI
HR - WONO**