



REMOTE WORK POLICY

At (D2R Labs) we understand the benefits of allowing employees to work from home. By enabling remote work or hybrid working conditions, we aim to attract the best talent, regardless of location, increase the productivity of our employees, and raise employee retention.

Policy Purpose

This policy outlines guidelines for employees to work from a location other than our offices. We want to ensure that both employees and our company will benefit from these arrangements.

(D2R Labs) considers the remote work policy or hybrid working policy to be a viable, flexible work option when both the employee and the job responsibilities are suited for it. Remote working or hybrid working maybe an option for some employees and jobs not for all. Remote working or hybrid working is not an entitlement and not a *(D2R Labs)* wide benefit. It in no way changes the terms and conditions of employment with *(D2R Labs)*.

Scope of the Policy

This policy applies to all employees whose primary work location is not at our office always. All arrangements will be made on a case-to-case basis focusing first on the business needs of the organisation.

Work Plan

The supervisor is encouraged to submit a formal work plan for the remote worker. The plan will identify and outline areas of responsibilities, daily tasks, and measurable long-term objectives.



Employees may work remotely on a permanent or temporary basis like once a week. Permanent remote work employees should indicate their primary working address in a remote working environment.

HR will assess each employee's request on a case-to-case basis. Besides the regular remote work arrangement, the following reasons could be reasons to opt for the remote work arrangement

- Office based employees may also work remotely for a maximum of *(36 days)* per year if the employee wants to visit their family/birth place
- Employees who are new parents or suffer from short/long term disability or other health condition
- Employees who relocate

Communication

Remote workers must be available on Teams and official Email during core company hours and present for all mandatory staff meetings. All client meetings are to be conducted on a client or company site. Any exceptions require permission from the supervisor. Hybrid working is not a leave to the employee but a flexibility provided for a work life balance. When found misused, the employee will be forbidden to avail this policy.

Following needs to be followed by an employee availing WFH or RWP

1. Apply WFH in Zoho People before start of day, i.e., 10:00 AM IST. Regular office timings: 9:30 AM IST – 7:00 PM IST
2. Provide Check in WFH group with time. Check in time reflected in Microsoft Teams will be taken and not later or earlier time mentioned in the communication;
3. Proper break times have to be updated to track the working hours.



4. It is vital to stay 9 hours 30 minutes as part of WFH including breaks and 8 work hours. There cannot be excuse of taking no breaks and just working for 8 hours on a day. It is up to individual to decide taking break time. As WFH is a flexibility, this helps to ensure uniformity across organization staying for stipulated time.
5. Microsoft Teams should not be misused for showing availability when actually being away
6. When the break is checked-in, Microsoft Teams should be set to either Be Right Back or Away

When WFH is not applied as per the policy, WFH will not be allowed for the subsequent 2 weeks.

Company Equipment

The Company will provide our remote employees with equipment that is essential to their duties such as laptops, headsets, and cell phones (if applicable). Equipment is to be used by the employee only and strictly for company projects only. All items provided by the Company must be listed and approved for offsite use and returned to the office upon request. Employees must

- Keep their equipment protected
- Store equipment in a safe and clean place when not in use
- Follow all data encryption, protection standards and settings
- Refrain from downloading suspicious, unauthorised and illegal software

Security of Information

Employees are responsible for keeping documents, sensitive business data, and other work related materials confident and secure in the home office location. The employee must comply with the guidelines of proper use of information technology found in the Employee Handbook.



Compensation and Benefits

Compensation is determined by the job role. Other benefits are not altered by the remote working arrangement.

Termination of Agreement

Both the Company and the employee have the right to terminate the remote work arrangement at any time by written notice. Failure to comply with the terms and conditions may be cause for disciplinary action and/or termination of the agreement.