Employee Handbook - Internet Policy- Work from Home

Internet access is part of the basic necessities in this age. It is assumed that everyone will already have access to the internet. There are situations where a shared home internet is not sufficient, or there is a need for special considerations. This policy is intended to help cover those scenarios.

- If the primary internet at home is not sufficient, or there are genuine reasons for not being able to get good internet access at home, Team Leads can petition the management to sponsor internet access for the affected team members. The company will reimburse the price for a wifi device as well as up to **PKR 2500** per month for internet services. The wifi device will still belong to the company and the users should use this strictly for official purposes.
- Apart from internet access at home, everyone should enable their phones to serve as a hotspot in cases of emergency. All telecom providers have packages for prepaid daily/weekly and monthly internet access that can be enabled on demand. This is a cost-effective solution for backup internet services in times of need.
- If backup internet service also fails, there should be an option to dial into the meetings. The only issue with this is the fact that most client meetings have a dial-in number that is US-based. Dialing in from the phone will require enabling international dialing through your provider. Everyone should verify that they can call an internet number using their phones and should use that feature if both internet connections fail, and attending the calls is mandatory.

- Finally, if you know in advance that you will have to play a key role in a given meeting and there are issues with internet connectivity (or power) at home, it might be worth it to go to the office for such calls.