



## **Work from Home Policy**

### **Policy Purpose**

This policy is designed to ensure that working from home is beneficial to employees and organization.

### **Policy Elements**

Employees will work from home as per their roaster floated by HR department with the consensus of concerned Team leaders. Professionalism in terms of job responsibility and work output will continue to meet organization's high standards during WFH. Employee is responsible for establishing a designated workplace in a safe, healthy, professional, and secure manner. This phase is temporary until the COVID-19 situation last or on occasional basis as approved by the management.

### **Process**

All Employees will follow work from home as per their defined Groups and communicated schedule.

Any deviance will be notified duly to concerned line manager and HR one business day prior and will be subject to manager's/HR approval.

Request from same day WFH will not be honored.

Manager will approve the request considering the criticality of nature.

In case of uninformed /unapproved request of Work from Home will not be entertained.

### **Work Hours**

Employees are expected to make themselves available and mirror their standard teamwise office hours timings.

Any changes in work hours must be approved in advance by the line manager including request for leave.

### **Emergency Operations**

Employee working from home must notify his/her immediate Line manager in the event of emergency during working hours or may request for casual leave.

**Personal Business:** Employee working from home shall not conduct personal business during their work timings or on organization-owned equipment unless it is related to a course of study approved by the organization.



### **Company's Assets**

Company's Equipment has been given to employees in faith considering current situation of work from home. Employees need to take care of company's Assets

In case of employees leaving Lahore to any other city/country have to seek prior approval from their respective line manager/department heads and loop in HR, stating their tenure of stay clearly.

In case of resignation in this tenure, employee is liable to send the equipment back on their expense, failing to which Issuance of experience letter and final settlement process will put on halt

In case of rejection of the request by Department Head/HR User has to submit their equipment to TAC department and can collect it upon their arrival.

### **Compliance**

All staff Members must comply with this policy. Breach of this policy will result in disciplinary action.