

REMOTE WORK POLICY



Disclaimer: Policy should be reviewed by legal counsel to ensure that all local, state, and federal regulations have been met. Please do so before making it available to your employees.



REMOTE WORK POLICY

Please review the terms and conditions, complete the attached form, and return it to your Reporting Manager for approval.

BACKGROUND

Our Company began offering remote work in 2020. This policy serves as a guide to help all of our employees to help understand the expectations of working remotely at Our Company, and feel well-supported throughout their experience. We have continued to update this policy based on employee feedback, and encourage any questions or comments!

WHO IS ELIGIBLE TO WORK REMOTELY?

At Our Company, we trust you to do your job well from wherever you may be, and we want to ensure that you have all the tools and support you need. We certainly believe that great work can be done remotely, but also value the time that our teams have in-office and together.

We will typically determine if a position is remote, hybrid, or in-office at the very start of the recruiting process. That being said, we know that situations change, and encourage any employee to discuss their specific needs and schedule with their Reporting Manager or HR. We allow each department Reporting Manager to have the final determination of whether or not the individual and/or the role can function well and perform essential duties on a remote basis. (For example, a software developer role will likely require an in-office or hybrid schedule.)

Any position can request the ability to work in the office, work from home temporarily, or work on a hybrid schedule. To do so, simply set up a meeting with your direct Reporting Manager to discuss those options. Note that your current performance, team needs, and business needs all factor into whether or not the request will be approved, and each request will be assessed on a case-by-case basis.

If your current situation requires you to work from home or remotely on a temporary basis, you can also follow this same process.

WORKING HOURS, ATTENDANCE, & AVAILABILITY

For Full-Time Employees

Regardless of whether the role is remote or in-office, all full-time employees are required to work 40 hours per week and attend any required quarterly or annual meetings on-site.

For Hourly Employees

Hourly, non-exempt employees will still need to accurately record all hours worked and submit those records to their Reporting Managers to ensure they're properly compensated.

Note: As always, overtime hours require the advance approval of your Reporting Manager.



For All Remote Employees

We trust all of our employees to get their work done. Whether or not you're available or "online" isn't a matter of oversight or a lack of trust; it's about being excellent to your teammates and available if needed. Your team should know whether or not they can reach you in an emergency or time of need, and if your work is covered.

Achieving this requires a few additional steps in a remote environment, but here are a few things we have often suggested: (1) Zoom/Google meet standups, (2) a Slack channel where individuals can post their availability (out to lunch, etc.) or just utilizing Slack statuses, and (3) diligent use of your calendar and working hours/vacation time.

You should also ensure your calendar has regular 1-on-1s and team meetings each week, giving each team member the opportunity to see one another and meet with their Reporting Manager.

COMMUNICATION

Because you're not next to one another in an office, any remote employee should err on the side of overcommunication. Slack, email, Zoom, phone calls, and numerous other communication channels are available to you.

Your team and Reporting Manager will likely have their own expectations for communication and response times; be sure you know what those are. If those expectations seem unreasonable, please discuss them with HR.

ENVIRONMENT

It is the responsibility of the employee to designate a remote workspace, which is typically a space in your home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely, the employee should notify his or her Reporting Manager right away to ensure coverage of the work and to get support for the issue. If your interruption to work is caused by internet outages may require the employee to work from the main office or an alternate location for the remainder of the day, or until the outage is fixed.

Employees working from a designated workspace may, from time to time, be required to come to their usual work site as required by the needs of the business/company/project.

You're expected to make appropriate childcare arrangements during your work hours. We understand that exceptions happen and family issues come up, so please talk to your Reporting Manager or HR if there are any extenuating or temporary circumstances that you need assistance with! We're always here to help.

PERFORMANCE EXPECTATIONS



The performance expectations for a remote employee are no different than for an in-office employee.

EQUIPMENT

All remote employees must utilize company laptops to perform their work. We will provide you with a laptop, which will also contain the necessary software and programs. Any other necessary equipment is available for loan upon request (additional monitors, keyboards, etc.). Our Company is only responsible for ensuring items on loan; personally-owned equipment should be covered by your individual homeowner's insurance policy.

In order to receive reimbursement for expenses, you should have prior approval from a Reporting Manager and submit an expense report.

We understand that you may want to use your own devices for work (phone, tablet, etc.) Secure data management procedures (including passwords and encryption) should be enforced on all devices, especially your personal devices. In addition to that, you may be required to register your cell phones and laptops with the IT team. If your personal device is stolen or lost, please notify us as soon as possible.

SECURITY AND CONFIDENTIALITY

You are responsible for keeping documents, sensitive business data, and other work-related materials confidential and secure in your home office location. As always, comply with the guidelines for the proper use of information technology (which can be found in our Employee Handbook).

For security purposes, no work can be done on a public Internet connection. Nor can any work be performed on non-company equipment. This is to make sure that the data of our customers and of our business is kept as private as possible.

OTHER

All of Our Company's rules and policies, including those set in our Employee Handbook, apply while working from a designated workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment. Employees are reminded that this remote/work-from-home policy is not to be used in place of sick leave, FML leaves, etc. All of our guidelines for employee benefits and compensation remain the same.

TERMINATION OF AGREEMENT

Both the company and the employee have the right to terminate the remote work agreement at any time - by written or verbal notice. Failure to comply with the above terms and conditions may be cause for disciplinary action and/or termination of your agreement/offer/employment.



HYBRID REMOTE WORK AGREEMENT

A. EMPLOYEE INFORMATION

Full name: **GOLLA NIKHIL SAI**

Job title: **Junior Software Engineer**

Department: **IT Technical Department**

HR contact: **+91 7702288603**

Reporting
Manager: **Purushotham SJ**

B. DESIGNATED WORK AREA

Address: **Gajwel Siddipet(D) Telangana.**

Phone number: **+917680048836**

Description of
workspace:

Working remotely with my company laptop and I have Wi-Fi connection at selected Workspace.



C. REMOTE WORK SCHEDULE & HOURS

DAY	START	END
Monday	9.30 AM	6.30 PM
Tuesday	9.30 AM	6.30 PM
Wednesday	9.30 AM	6.30 PM
Thursday	9.30 AM	6.30 PM
Friday	9.30 AM	6.30 PM
Saturday	9.30 AM	6.30 PM
Sunday	Holiday	Holiday

D. REQUEST FOR COMPANY EQUIPMENT

The following items have been approved for indent:

Laptop, Laptop Charger (RECEIVED)

E. AUTHORIZATION FOR HYBRID REMOTE WORK

I have read and agree to the Terms and Conditions of this policy, and I agree to the duties, responsibilities, obligations, and conditions outlined in these documents. Should any changes occur to the information I have provided above, I am aware that it is my responsibility to inform my Reporting Manager and Human Resources to initiate the completion of an updated agreement. I understand that a copy of this agreement will be kept in a personnel file.

Employee Signature: **G. NIKHILSAI**

Reporting Manager Name: **Purushotham SJ**



HR Name: **Krishnaja Reddy Karri**

Date: 27-12-2022