

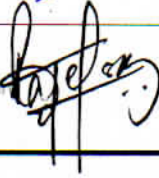






IT.CHAMPS
Passion Delivered

Policy & Procedure Approval Format

Date:	31-Dec-19		
Policy Number	ITC-HR-GEN-POL-001		
Policy Name	WORK FROM HOME (WFH)		
Version No.	01		
Effective Date	1-Jan-20		
Stakeholders	IT Champs Employees		
<p>a. Policy has been drafted to formalize the Work From Home(WFH) to provide a friendly and comfortable work atmosphere.</p> <p>b. Policy also provides Objective and working hours</p>			
Prepared By:	Roopa Anand HR Manager		date
Approved By:			
Director			date
CEO			date
<p>Filing: Original of this document shall be stored in a Policy Procedure File maintained centrally at COO's office. Scanned copy of approved policy will be stored on the intranet and be accessible to all employees.</p>			

<p align="center">POLICIES AND PROCEDURES MANUAL</p>	 <p>I.T. CHAMPS Passion Delivered</p>	
<p>Document Name: WORK FROM HOME</p>	<p>Doc Ref. No.</p>	<p>ITC/HR/GEN/POL/001</p>
	<p>Date:</p>	<p>31 December 2019</p>

Objective:

ITChamps supports work from home, as a means to achieve personal and professional balance; support Go-Green initiative and improved infrastructure utilization. The policy intends to explain the entailment of this policy

Applicability:

- All IT Champions based in India, who are not in a customer location are eligible to request for WFH, whose approval is purely on management discretion
- Customer approval is required in ODCs or other projects with customer restrictions
- WFH Policy is not an entitlement or term of employment; therefore, not all ITChamps may be eligible or expected to participate, unless approved, depending on nature of work
- ITChamps who are not eligible for this policy are
 - Contractors, outbound assignees, overseas/onsite personnel, Shared Services Staff (HR, Accounts & Finance, Front office, IT/IS Support staff)
 - Those located at customer locations
 - Those on Performance Improvement Plan (PIP)
 - Those waiting for project allocation / bench
 - Those serving notice period

Effective Date : 1st January 2020


Policy :

Work from Home (WFH):

Performing work at the residence, other than the ITChamps official work location.

Where WFH option is availed on an occasional basis, not exceeding 6 days in a month. This request can also be availed in half day slots.

Each request will be assessed on a case-by-case basis to ensure that the arrangement will not adversely impact the role or the business

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Prerequisites

Specific requirements which need to be procured by the ITChamps prior to availing the work from home option:-

1) Technical

- Telephone connection
- Internet / Broadband connection for internet connectivity with a minimum bandwidth of 2 mbps
- Necessary power backup

Important:

The company will neither provide the above mentioned facilities nor reimburse the same.

2) Other

- All terms and conditions as mentioned in the agreements executed between ITChamps and ITChampions in connection with their employment with ITChamps will continue to apply. Nothing in this policy is intended to modify such agreements and in the event of any discrepancy, the terms of such agreements will prevail over this policy
- ITChampions will be expected to attend project related meetings, team meetings, discussions etc. at the office or any outside location as may be required for the business of the company. Per the business need, if it requires for the ITChampions to be available in person at office, the ITChamps should make themselves available to come to office accordingly..
- Specific tasks, timelines, performance measures and deliverables would be clearly defined at the outset of this option
- Manager of ITChampions must be aware of the home location of the ITChamps who has opted to work from home so that s/he can be contacted if there is an emergency
- ITChampions will need to be accessible over corporate IM, email, telephone during regular work hours along with other channels, if any, as stipulated by ITChamps Software/ Customer

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- ITChampions will make themselves available in office, for any meeting that needs to be attended in person. Cost of the commute will not be reimbursed by ITChamps
- Attendance will be captured based on the approved timesheet by respective manager.

In addition, following terms will be applicable

- Outlook address book should have ITChampions current and alternate contact information at all times.

The WFH option can be availed solely at the discretion of the ITChamps manager & Delivery Manager / Competency Manager. The management reserves the right to discontinue/modify this policy at its sole discretion.



Working Hours

- Work week is defined as Monday to Friday.
- Holidays, vacation/leave, weekends would not be considered for Work from Home.
- WFH should be applied iEmpPower after prior approval from concerned managers.
- The ITChampions will need to be accessible by mail, communicator and phone during core business hours.
- The work hours, if different from the regular office work hours, will have to be defined and agreed mutually by the ITChamps and his/her manager. (S)He will need to be accessible at all times during such hours.
- Time Sheet entry for every week will continue to be mandatory

Confidentiality:

Working from home is, in all respects, equivalent to being in office in terms of confidentiality and the ITChamps confidentiality agreement signed on joining ITChamps Ltd. will continue to apply in the complete format.

In order to facilitate the implementation of this policy, ITChamps will grant ITChampions access to computer systems and equipment, either directly or remotely through VPN system, as applicable.

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ITChampions should not share any of the login credentials with anyone including family members. Such access should be used by ITChampions only in connection with discharge of official duties. All access is being provided under supervision and is subject to full compliance by ITChampions with all of information security policy, standards, criteria and guidelines.

ITChamps reserves the right to audit the laptop used in connection with working from home at any time and from time to time, as it deems fit. ITChampions shall provide full cooperation with such audit and shall provide ITChamps personnel with reasonable assistance and access to the premises where such laptops are located to enable the audit to be carried out. If in future, ITChamps permits to use any personal devices in connection with their official work, the audit aforementioned shall also cover within its scope the audit of such personal devices and the ITChampions shall fully cooperate in this regard. ITChampions should not use the access granted hereunder to access any location on computer system or network other than the location(s) which they are authorized to access in connection with their official duties or functions. ITChampions will not permit or assist others to gain access (remote or otherwise) to computer systems using this facility. This access is being granted to the ITChampion personally and is not a grant of access to any company or individual other than the ITChamps.

ITChamps has the right to monitor all of ITChampions communications and transactions conducted using the ITChamps computer systems or network. Upon termination of the WFH request, or at such other time as ITChamps may request, the ITChampions shall promptly return any access control devices that have been issued to access the ITChamps computer systems.

Process:

- ITChampions to initiate the request for Work from Home to his/her manager
- The nature of work, tenure of assignment, ITChampions ability to work independently, his/her track record in the company and availability of a suitable secure ergonomic disturbance free workplace environment at ITChampions home will be factors in considering the request
- Final approval for Stretch and Swift request to be done by Delivery / Competency Manager
- Approval of the request to be communicated to the ITChamps by his/her Manager

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- ITChamps should apply for "Work from home" option under Working Time - attendance system in iEmpPower.

Important: The WFH arrangement will be reviewed by the manager on an ongoing basis. If necessitated for work related reasons the same may be withdrawn. Upon communication of withdrawal the ITChamps shall immediately report for work at their ITChamps office location or such other location as communicated by his/her manager.

Contacts:

For any queries on Working from Home policy, please contact Human Resource Department.

End of Policy and Procedure