Work from Home Policy for All Niyoin Team

1. Communication Guidelines:

- All employees are required to maintain regular and effective communication during working hours.
- Respond to calls, emails, and messages promptly. A response should be provided within 15 minutes of receiving the communication.

2. Mandatory Virtual Presence:

- Employees must be virtually present during designated working hours.
- Status on collaboration tools (available, busy, away) should be updated regularly.

3. Regular Check-ins:

- Daily check-in meetings are mandatory. Weekly team meetings will also be conducted for project updates.
- Employees are expected to actively participate, share progress, and discuss challenges.

4. Response Time:

- A mandatory response time of 15 minutes is applicable to all forms of communication, including emails, messages, and calls.

5. Monitoring and Reporting:

- Monitoring tools may be used to track project progress and measure productivity.
- Regular reports will be generated, and non-compliance may lead to disciplinary action.

6. Emergency Contact Information:

   - All employees must maintain up-to-date emergency contact information with the HR department for urgent communication.

7. Performance Metrics:

  - Clear performance metrics will be set, and employees will be held accountable for meeting targets.
  - Regular feedback sessions will be conducted to discuss performance and areas of improvement.

8. Security Measures:

  - Adherence to security protocols is mandatory to ensure the protection of sensitive company data.
  - VPN usage and secure file-sharing practices are to be followed strictly.

9. Flexible Working Hours:

   - While the policy emphasizes responsiveness and regular working hours, some flexibility is allowed to accommodate personal commitments. Any deviations must be communicated in advance.

10. Non-compliance Consequences:

   - Failure to adhere to the communication and responsiveness guidelines may result in disciplinary actions, including but not limited to verbal/written warnings, performance improvement plans, or termination.

11. Medical Issues

 - If your health or someone in your family suddenly deteriorates and you want to work from home, you will have to mail or WhatsApp the doctor's report and you will be allowed to work from home only if there is a serious matter or a valid reason.

12. Preplanned Family Function

-If you have any family function or your hometown is far away, then if you want to work from home, then for that also you will have to give notice 15 days in advance, only then you will be given work from home and in this also you will be allowed to work from home only for 1-2 days.