

REMOTE WORK POLICY

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Introduction

- As part of our commitment to enhancing work-life balance and fostering a productive work environment, we are excited to introduce our Remote Work Policy. This policy outlines the rules and guidelines for remote work.
- The purpose of this policy is to establish a framework that promotes productivity, collaboration, and work-life balance while maintaining the organization's goals and standards.

Eligibility and Allocation

All full time employees working from office are eligible for Remote Work as per their years of experience in Zignuts.

Experience in Zignuts	Remote Work per month
0-2 years	2 days
2-5 years	3 days
5+ years	4 days

Important Notes

- This policy is applicable to all full time employees of Zignuts who are working from office.
- This policy is NOT applicable to employees who are in permanent work from home or hybrid mode.
- This policy is NOT applicable to employees in probation, training, internship or serving notice period.
- Unused remote work days will lapse at the end of the financial year.
- Remote work days cannot be carried forward to the next financial year.
- Employees are advised to demonstrate and maintain a consistent track record of performance, responsibility, communication and collaboration skills, good behaviour, ethics, and self-discipline as such parameters will be considered by team leads and managers before approving requests for remote work.

Application Process

For Short Remote Work - less than 2 days

- Employees who would like to apply for remote work must first discuss this with their immediate team lead and manager and get a verbal approval for a smooth process.
- Submit the request via email to their immediate supervisor/team lead, manager and the HR department for approval.
- In case of rejection before the date of remote work, you will be required to follow the usual working from office.
- In case of rejection on or after the date of remote, it will be considered as leave of absence and therefore leave balance will be adjusted. In case if the leave balance is not sufficient, further process will be followed as mentioned in the Leave Policy.
- Therefore to observe a smooth process, employees are advised to get the prior approval from respective team leads and manager.

Application Process

For Long Remote Work - 3 or more days

- Employees who would like to apply for remote work for an extended period of time must first discuss this with their immediate team lead and manager and get a verbal approval for a smooth process.
- Submit the request via email to their immediate supervisor/team lead, manager and the HR department for approval **14 days in advance prior to the intended remote work date.**
- In case of rejection before the date of remote work, you will be required to follow the usual working from office.
- In case of rejection on or after the date of remote, it will be considered as leave of absence and therefore leave balance will be adjusted. In case if the leave balance is not sufficient, further process will be followed as mentioned in the Leave Policy.
- Therefore to observe a smooth process, employees are advised to get the prior approval from respective team leads and manager.

Application Process

For Long Remote Work due to medical situations

- Employees who would like to apply for remote work due to medical/health related situations for an extended period of time must first discuss this with their immediate team lead and manager and get a verbal approval for a smooth process.
- Submit the request via email to their immediate supervisor/team lead, manager and the HR department for approval **7 days in advance prior to the intended remote work date.**
- Attach relevant medical documents including medical certificate from a registered doctor/hospital.
- In case of rejection before the date of remote work, you will be required to follow the usual working from office.
- In case of rejection on or after the date of remote, it will be considered as leave of absence and therefore leave balance will be adjusted. In case if the leave balance is not sufficient, further process will be followed as mentioned in the Leave Policy.
- Therefore to observe a smooth process, employees are advised to get the prior approval from respective team leads and manager.

Expectations and Responsibilities

During the remote work, you are expected to:

- Maintain regular communication and collaboration with team members.
- Ensure availability during standard working hours.
- Meet all deadlines and deliverables as scheduled.
- Have a strong and reliable internet connection and stable electricity.
- Maintain a productive and professional work environment.
- Adhere to all company policies and guidelines while working remotely.
- NOT use personal computing devices such as desktop, laptops and tablets to carry out the project work
- ONLY use company provided laptops and CPUs to work. In case of CPUs, you are required to arrange other electronic devices such as monitor, keyboard, mouse on your own.
- Protect the company provided devices against theft, damage and other malfunctions.
- Arrange a workspace that is free from distractions and noise.

Expectations and Responsibility

During the remote work, you are expected to:

- Maintain the same level of productivity as when working on-site. Any drop in performance may result in revisiting the remote work arrangement.
- Adhere to the organization's data security policies and use approved tools and methods to access and handle sensitive company information.
- Adhere to the non-disclosure and confidentiality agreement
- Separate personal life during the work hours so to not have any interference with personal obligations during the work hours.

Termination of Remote Work Arrangement

Management reserves the right to terminate an employee's remote work arrangement if performance expectations are not met, if the arrangement conflicts with team dynamics, or if business needs change.

Amendments to the Policy

This policy may be amended at the discretion of the organization to adapt to changing circumstances, technologies, or business requirements. Employees will be notified of any changes and are expected to adhere to the updated policy.

Conclusion

- Our Remote Work Policy is designed to offer flexibility while maintaining productivity and collaboration.
- By adhering to this policy, we aim to create a supportive and efficient work environment for all employees while embracing the flexibility and benefits of remote work.

For any feedback, suggestions or to report any issues, write to hr@zignuts.com



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