

## **WORK FROM HOME POLICY**

**M/s. Qutrix Solution Private Limited**, having its registered office at “**401, 3rd Floor, Plot 271, 5th Main, Vijaya Bank Layout, Bangalore - 560076, India**”, (Hereinafter referred to as “**Company**”). The procedure and the information pertaining to the employee working remotely has been provided in the below (“**Policy**”).

### **1. OBJECTIVE**

This policy provides guidelines to employees and Supervisor where a situation arises that require some or all employees to work from home or a remote location, which is not a designated workplace of Company, due to any valid reason.

### **2. SCOPE AND APPLICABILITY**

- a. This policy applies to all Company employees.
- b. Employees are allowed to work from home only if their job duties permit it and with prior agreement/permission from the supervisor.
- c. Employee is eligible for \_\_\_\_\_ days of work from home in a calendar month.
- d. In evaluating whether a particular position is suitable for remote work, Company will consider many factors including, but not limited to
  - Whether the nature of the work to be performed remotely is operationally feasible
  - Whether the position has tasks that are portable and can be performed from a remote location
  - Whether the overall quantity and quality of work performed can be sustained at the remote location
  - If the position is a managerial one, whether an employee in the position has the tools and resources to effectively manage direct reports remotely
  - Whether collaboration required by the position is easily accomplished through teleconference or other remote technologies.

### **3. MOONLIGHTING**

Outside employment is secondary: Any outside employment is secondary to the employee’s relationship with the Employer. Outside activities, vocational or otherwise, may not interfere

with proper performance of the employment. Employees should report to work on time, refreshed and ready to start their workday.

#### **4. WORK PATTERNS**

Working hours and patterns, contact times and availability should be agreed in advance. If any employee has any concerns with their working arrangements, they must bring the matter to the attention of their supervisor immediately.

#### **5. PAY & BENEFITS**

Pay and benefits will not be affected due to this arrangement under this policy.

#### **6. HEALTH, SAFETY AND INSURANCE**

- a. Remote employees should ensure that their home or remote offices comply with Company's injury and illness prevention plan, including a properly set up ergonomic workstation. Please review the Annexure 1 for more information on proper ergonomics.
- b. Remote employees must immediately report all work-related injuries they sustain to either their supervisor or Human Resources. Under no circumstance should an employee delay more than 24 hours in reporting a work-related injury, regardless of the injury's severity.
- c. During work hours and while performing work functions in the designated work area of the home, remote working employees are covered by Company's worker compensation insurance.

#### **7. EVALUATION**

The employee agrees to participate in all studies, inquiries, reports, and analyses relating to his or her remote work experience, as well as remain obligated to comply with all Company rules, practices, and instructions.

#### **8. COMMUNICATION**

Employee must be available by phone, email, Skype, Zoom, etc., or any other designated communication portals determined by his or her supervisor, during core hours. All in-person client and customer interactions must be conducted at the client's site, at an approved shared

workspace, or at a Company office. Employees must continue to be available for staff meetings and other meetings deemed necessary by management.

## **9. REQUESTING WORK FROM HOME PROCEDURE**

When employees plan to work from home, this procedure must be followed:

- a.** Employees should inform at least \_\_\_\_ **days/hours** in advance if they are planning to avail Work from Home via email communication to the supervisor and get an acknowledgement from the supervisor confirming it.
- b.** In a case of emergencies (e.g. working late into the night with the customer on critical production problems) employees must communicate the same as early as possible to their supervisor.
- c.** The company follows a BYOD (Bring Your Own Device) model, according to which, Employees may have to use their own laptops/Phones while Working from Home as well as Office.
- d.** Employees can take a 15- to 30-minute power nap during work hours whenever they need to.

Please highlight WFH policy and its obligation for employment location; no clear narration about explaining the differences between hybrid vs totally remote

## ANNEXURE -1

### Ergonomics at the Workplace

