

# AURORA SYSTEMS PVT. LTD.

## REMOTE WORK & HYBRID WORK POLICY

**Document Title:** Remote Work & Hybrid Work Policy

**Version:** 1.0

**Effective Date:** 01 January 2025

**Policy Owner:** Human Resources Department

**Approval Authority:** Executive Management Committee

**Confidentiality Classification:** Internal Use Only

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## 1. PURPOSE

The purpose of this policy is to define the rules, eligibility, responsibilities, and security requirements for employees who work remotely or in a hybrid arrangement at Aurora Systems Pvt. Ltd.

This policy ensures that:

- Business continuity is maintained
- Data security is protected
- Employee productivity is measurable
- Legal and compliance risks are minimized

Remote work is a **privilege**, not a right.

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## 2. SCOPE

This policy applies to:

- All full-time employees
- Part-time employees
- Contract employees
- Interns (limited approval only)

This policy applies to:

- Work from home
- Work from co-working spaces
- Hybrid arrangements

This policy does not apply to:

- Employees whose roles require physical presence (IT support, facilities, hardware teams)
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### 3. ELIGIBILITY FOR REMOTE WORK

Remote work eligibility is determined by:

- Job role
- Performance history
- Data access level
- Manager and HR approval

Minimum requirements:

- Completed probation
- No active disciplinary action
- Satisfactory performance rating
- Reliable internet and workspace

Remote work approval is granted for a **maximum of 90 days** at a time and must be renewed.

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### 4. WORKING HOURS & AVAILABILITY

All remote employees must:

- Be available between **9:00 AM and 6:00 PM IST**
- Attend all scheduled meetings
- Respond to messages within **30 minutes during working hours**
- Maintain calendar availability

Flexibility is allowed only with **written manager approval**.

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## 5. ATTENDANCE & TIME TRACKING

Remote employees must:

- Log in to the company attendance system daily
- Mark start and end of work
- Submit weekly timesheets
- Attend mandatory check-ins

Failure to record time is treated as **absence**.

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## 6. EQUIPMENT & WORKSPACE

Employees must use:

- Company-issued laptops
- Approved software
- Secure internet connections

Employees are responsible for:

- Safe workspace
- Ergonomic setup
- Reliable power and internet

Aurora Systems is not responsible for:

- Home internet outages
  - Power failures
  - Home injuries
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## 7. DATA SECURITY

Remote employees must:

- Use company VPN at all times
- Never use public Wi-Fi without VPN
- Lock their screens when unattended
- Store files only on company systems
- Never use personal cloud storage

Recording screens, calls, or meetings without approval is forbidden.

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## 8. CONFIDENTIALITY

Remote workers must ensure:

- No one can see their screen
- No one can hear confidential calls
- No printing of company documents at home

Family members or roommates must not access company systems.

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## 9. MONITORING & AUDIT

Aurora Systems may:

- Monitor system activity
- Track login times
- Audit devices
- Review VPN logs
- Capture security events

No expectation of privacy exists on company systems.

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## 10. PERFORMANCE MANAGEMENT

Remote employees are evaluated based on:

- Output quality

- Deadlines
- Communication
- Availability
- Security compliance

Remote status may be revoked for:

- Poor performance
  - Missed meetings
  - Security violations
  - Non-responsiveness
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## 11. TRAVEL & LOCATION RESTRICTIONS

Employees must:

- Work only from approved locations
- Inform HR before working from another city or country
- Never work from restricted or high-risk locations

International remote work requires Legal + HR approval.

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## 12. VIOLATIONS

Violations include:

- Data leakage
- VPN bypass
- Fake attendance
- Sharing devices
- Using public computers
- Working without approval

Penalties include:

- Loss of remote privileges
- Disciplinary action
- Termination
- Legal action

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## 13. TERMINATION OF REMOTE STATUS

Aurora Systems may revoke remote access at any time for:

- Business needs
- Performance
- Security
- Compliance

Employees must return to office when instructed.

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## 14. EMPLOYEE ACKNOWLEDGMENT

By working remotely, employees agree to comply fully with this policy.

Failure to comply will be treated as a **serious violation** of company rules.

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