Work From Office - SOP

Introduction

Welcome back to the office! As we all know, the pandemic had forced us to adapt to new ways of working and now as start to resume work from office, it is important to ensure that we have a clear and comprehensive set of guidelines in place. This SOP outlines the protocols and procedures that we must all follow to work from office. Please take the time to read through this document carefully and familiarize yourself with its contents**.**

Effective date

This SOP shall be implemented with effect from 1st of June 2023

Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work at all the administrative Offices of HESPL.

Scope of the SOP

The scope of the policy applies to the Pune, Delhi, and Bangalore office.

Guidelines:

Days of Work from Office Compulsory	All those employees who are associated to the respective administrative offices(Pune,Bangalore & Delhi)need to work from office for the first 3 days of the week (Mon,Tue & Wed)
Days of Work from Office Optional	Employees can decide to work from office or work from home for Thursday & Friday
Signing the Register	A Register will be maintained at all these 3 offices to track the use of office space by the employees, The employees need to sign the register on a daily basis whenever you use the office .
Zoho Log in & Log Out	employees are expected to clock in and clock out ona regular basis on zoho. This data will be used for the salary processing. The register attendance will be used to track the use of the office space and reach out to those who are failing to follow the Work from office SOP
Exceptions	Employees who need to return to the base location and need a little more time to start working 3 days from the office should seek approval with a deadline to begin working from the Office. The exceptions will be approved by the department head. For all kind of exceptions, HR must be notified in advance.

FAQ's

Q1. Can I choose the days I want to work from the office ?

- No, Monday through Wednesday are the required days to work from the office. All team members will be present at the office, making it easier to have any necessary team meetings or discussions. It will be simpler to collaborate with other teams and resolve issues face-to-face in the office since all the teams will be present.

Q2. If I am signing the register do i have to still clock in on Zoho?

- Yes, The signing on the register is to track the presence in the office, all your attendance and leave data for salary purpose will be taken from Zoho.

Q3. Does an email to My Line Manager suffice to request an exception?

- If you want to request any exceptions you will have to put an email to the vertical head marking your LM and HR.

Q4. If I am not mapped to any of the 3 offices and I am located in a state where there is no office space what guidelines are applicable to me?

- We are working to avail some co-work space access which we will let you know accordingly. Till then you can continue to WFH.

If there are any queries, kindly reach out to the HR department

Email
Central HR team <central_HR@haqdarshak.com>