

WORK FROM HOME POLICY

1. Objective

This policy outlines the guidelines and procedures for employees working from Hyderabad and Chennai offices who intend to opt for Temporary Work from Home. It is intended to ensure that remote work is productive, secure, and consistent with the company's operational goals, while also recognizing the benefits of a hybrid work model.

2. Scope and Applicability

Employees are allowed to work from home only if their job duties permit it, particularly those that involve client relations or project management, and with prior approval/permission from the Client, Reporting Manager and HR Manager.

In evaluating whether a particular position is suitable for remote work, the 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 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

Not all positions are eligible for remote work. Decisions will be made on a case-by-case basis, considering the employee's job responsibilities and performance.

3. Temporary Work From Home:

- Work From Home will be given up to a maximum of 2 weeks and can be extended to another 2 weeks in case of Medical Emergency, Marriage, or any other related exigencies.
- No two employees from the same project/team are eligible for WFH at the same time. There should be a gap of 2 weeks unless there is an unavoidable circumstance.

4. Hybrid Work Model:

- The company encourages a hybrid approach to align with client preferences, retain our competitive edge, and offer employees greater flexibility. This ensures vital client connections and project success while allowing employees to leverage the benefits of both in-office and remote work.
- Employees are encouraged to embrace the hybrid model to maximize their career potential through in-office mentorship, networking, and collaboration opportunities while enjoying the flexibility of remote work for optimal work-life integration.

5. Work Hours and Availability

- Employees working from home are expected to be available during regular business hours.
- Any deviations from these hours must be pre-approved by the reporting manager.
- During working hours, Employees should be reachable via [company communication tools, e.g., email, phone, Teams, etc.].

6. Work Expectations

- Employees are expected to maintain the same level of productivity and quality of work as when in the office.
- Management will monitor output and results based on established performance benchmarks and project deadlines.
- Regular progress reports or updates are required as management determines.

7. Communication and Meetings

- Employees must regularly check in with their team or manager via Teams, Outlook etc.
- Team and one-on-one meetings will continue as scheduled, and employees are expected to attend virtually when required.
- Employees are responsible for maintaining reliable communication tools, including an internet connection.

8. Data Security and Confidentiality

- Data protection and confidentiality are critical. All remote employees must comply with the company's data privacy and IT security policies.
- All company documents and communications should be handled securely and stored confidentially.
- Employees are responsible for ensuring a secure internet connection and following security protocols.
- Personal devices should not be used to access confidential company data unless the IT department approves.
- Any security breaches or suspicious activity must be reported immediately to IT security.

9. Performance Monitoring and Accountability

- Employees are expected to meet or exceed performance standards as established in their role, regardless of location.
- Performance will be regularly monitored based on the quality and timeliness of work.
- Employees who fail to meet performance expectations may have their WFH privileges revoked.

10. Policy Review and Changes

This policy is subject to change or revoke based on business needs, employee performance, or external factors. Employees will be notified of any updates or changes to this policy.

11. Termination of WFH Privileges

- Management reserves the right to revoke or modify work-from-home arrangements at any time.
- Employees who abuse the WFH policy or fail to meet expectations may be required to return to the office.
- Employees will be given two weeks' notice if WFH privileges are to be revoked.