

HR POLICY ON MANDATORY IN-OFFICE ATTENDANCE

1. Objective

To enhance collaboration, productivity, and business performance, Info Services is implementing a mandatory in-office attendance policy. This policy requires all employees, regardless of designation or grade, to work from the office at least three days a week. The decision stems from our commitment to meet business requirements effectively and optimize team performance.

2. Scope

This policy applies to all employees from Hyderabad and Chennai, including both IT and supporting staff. It is mandatory for all employees to comply with the guidelines stated below, ensuring consistency and productivity across the organization.

Attendance Requirement: All employees are required to be physically present in the office for a minimum of three days per week.

3. Policy Details

3.1 Minimum In-Office Requirement

Attendance Requirement: All employees are required to be physically present in the office for a minimum of three days per week.

Work from Home Restriction: Work from home (WFH) will not be permitted except under specific, pre-approved circumstances as detailed in Section 3.4 of this policy.

3.2 Non-Compliance and Disciplinary Actions

Failure to adhere to this policy may lead to disciplinary action as outlined in Info Services disciplinary procedures. Non-compliance may impact the employee's performance appraisal, eligibility for bonuses, and career advancement opportunities.

3.3 Impact on Performance Appraisal

Performance Assessment: Physical attendance will be considered a key criterion in employee performance evaluations.

Attendance-Based Rating: Employees who consistently meet or exceed the minimum attendance requirement may receive favorable consideration during performance appraisals, while those who do not comply may face negative appraisal outcomes.

3.4 Exceptional Circumstances for Remote Work

Certain circumstances may warrant exceptions to the in-office attendance requirement. In such cases, prior approval must be obtained from both the immediate supervisor and the HR department. Circumstances that may qualify for temporary WFH include, but are not limited to:

Health-related issues with supporting medical documentation

Family emergencies

Natural disasters or government-mandated lockdowns

Note: Approval for such exceptions is at the sole discretion of Management and is not guaranteed.

3.5 Attendance Tracking and Monitoring

Attendance will be monitored through [specific tracking system, e.g., biometric systems, log-ins, etc. ZOHO]. Any discrepancies or failure to meet the minimum in-office requirement will be reviewed by HR and may result in further action, depending on the severity and frequency of the infraction.

3.6 Applicability Across Grades and Designations

This policy applies to all employees across every level and function within the company. Compliance with this policy is expected from:

All IT staff, including software developers, engineers, project managers, etc.

All supporting staff, including HR, administrative, finance, and other operational roles.

4. Roles and Responsibilities

4.1 Employee Responsibilities

Ensure compliance with the minimum attendance requirements.

Communicate with supervisors regarding any extenuating circumstances that may prevent attendance.

Familiarize themselves with Company's attendance tracking system and log their attendance accurately.

4.2 Manager/Supervisor Responsibilities

Monitor team attendance and address any issues proactively.

Approve or deny requests for remote work in line with the company's guidelines.

Ensure team members understand the importance of physical presence in the office.

4.3 HR Department Responsibilities

Maintain records of employee attendance.

Provide guidance to managers and employees regarding this policy.

Manage any disciplinary actions that may arise due to non-compliance.

Review and update the policy as needed to align with organizational goals.

5. Compliance and Enforcement

Employees found violating this policy will be subject to disciplinary actions, including but not limited to:

Written warnings

Performance improvement plans (PIPs)

Impact on annual performance appraisals, bonuses, or career progression

6. Policy Review and Updates

This policy will be reviewed periodically by the HR department in consultation with senior management. Any amendments will be communicated promptly to all employees.

7. Contact Information

For questions or concerns regarding this policy, please contact the HR department.

This policy is implemented with the primary goal of fostering a productive, collaborative, and engaging workplace. We appreciate each employee's cooperation and dedication to maintaining a strong team environment at Info Services.

Regards,

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