

# Work From Home Policy

## 4th Dimension Architects

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### 1. Purpose

This policy establishes guidelines for remote work arrangements at 4th Dimension Architects, balancing flexibility with productivity and collaboration requirements.

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### 2. Eligibility

#### 2.1 Who Can Work From Home

Criteria	Requirement
Employment Status	Full-time, confirmed employees
Probation	Not eligible during probation
Performance	Good standing (no PIPs)
Role Suitability	As determined by Team Leader
Minimum Tenure	3 months post-confirmation

#### 2.2 Roles Suitable for WFH

Suitable	Limited Suitability	Not Suitable
Design work	Site supervision roles	Reception
Documentation	Project management	IT support (on-site)
3D rendering	Client-facing roles	
Administrative work		

### 3. Types of Remote Work

#### 3.1 Regular WFH Days

Parameter	Details
Frequency	Up to 2 days per week

Fixed Days	Tuesday & Thursday (default)
Approval	Blanket approval from Team Leader
Review	Quarterly

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### 3.2 Occasional WFH

Parameter	Details
Frequency	As needed
Reasons	Personal appointments, weather, transport issues
Approval	Prior approval from Team Leader
Notice	Minimum 24 hours (except emergencies)

### 3.3 Extended WFH

Parameter	Details
Duration	More than 1 week
Reasons	Medical recovery, family care, relocation
Approval	Principal + HR approval
Review	Monthly

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## 4. Work Hours & Availability

### 4.1 Core Hours

All WFH employees must be available during:

#### Core Hours: 10:00 AM - 5:00 PM

- Respond to calls/messages within 30 minutes
- Available for video calls
- Active on Teams/communication channels

### 4.2 Flexibility

- Start time: Between 9:00 AM - 10:30 AM
- End time: Complete 8 working hours
- Break: 1 hour lunch (flexible timing)

### 4.3 Status Updates

Update	Frequency
Online status	Always on during work hours

Daily standup            10:00 AM (if scheduled)  
End of day summary    By 6:30 PM

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## 5. Home Office Requirements

### 5.1 Technical Requirements

Requirement	Minimum Specification
Internet	50 Mbps stable connection
Backup	Mobile hotspot available
Computer	Company-provided laptop
Webcam	Functional for video calls
Headset	For clear audio

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### 5.2 Workspace Requirements

- Dedicated workspace (not bedroom if possible)
- Adequate lighting
- Minimal background noise
- Professional background for video calls
- Ergonomic seating arrangement

### 5.3 Software Requirements

- VPN connected (for company resources)
  - Teams/communication apps installed
  - Time tracking tool active
  - Cloud sync enabled
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## 6. Expectations & Responsibilities

### 6.1 Employee Responsibilities

**Communication:** - ✓ Be responsive during core hours - ✓ Keep calendar updated - ✓ Inform team of availability changes - ✓ Use video for meetings when possible

**Productivity:** - ✓ Complete all assigned tasks on time - ✓ Maintain same quality standards as office - ✓ Update task progress daily - ✓ Meet all deadlines

**Security:** - ✓ Use VPN for all work - ✓ Keep laptop locked when away  
- ✓ Don't use public WiFi without VPN - ✓ Protect confidential information

## 6.2 Manager Responsibilities

- Set clear expectations and deliverables
  - Conduct regular check-ins
  - Evaluate performance fairly
  - Support team collaboration
  - Address issues promptly
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# 7. Meetings & Collaboration

## 7.1 Meeting Guidelines

Meeting Type	WFH Attendance
Daily standups	Video call
Client meetings	In-person preferred
Design reviews	Video with screen share
Team meetings	Video call
All-hands	In-person OR video

## 7.2 Required Office Days

All employees must be in office for: - Client presentations - Team workshops - Training sessions - Monthly all-hands - As requested by management

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# 8. Application Process

## 8.1 Regular WFH Arrangement

1. Discuss with Team Leader
2. Submit request through portal
3. Specify preferred WFH days
4. Await approval (3 working days)
5. Set up home office
6. Start WFH as per schedule

## 8.2 Occasional WFH Request

1. Submit request via portal/Teams

2. Minimum 24 hours notice
  3. Specify reason
  4. Await approval
  5. Update calendar
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## 9. Performance Monitoring

### 9.1 Metrics Tracked

Metric	How Measured
Task completion	Portal tracking
Responsiveness	Average response time
Meeting attendance	Calendar/participation
Quality	Project reviews
Collaboration	Peer feedback

### 9.2 Review Process

- Weekly check-in with Team Leader
  - Monthly WFH effectiveness review
  - Quarterly formal assessment
  - Annual policy review
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## 10. Revocation of WFH Privileges

WFH privileges may be revoked for:

- ✗ Unresponsiveness during core hours
  - ✗ Missed deadlines attributed to WFH
  - ✗ Poor quality of work
  - ✗ Violation of security policies
  - ✗ Lack of communication
  - ✗ Project requirements change
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## 11. Equipment & Expenses

### 11.1 Company Provided

- Laptop (mandatory)
- VPN access
- Software licenses

## **11.2 Employee Responsibility**

- Internet connection
- Desk and chair
- Electricity
- Mobile phone

## **11.3 Reimbursement**

No additional allowance for WFH unless:  
- Extended WFH (>1 month): Internet reimbursement considered  
- Special equipment: Case-by-case approval

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# **12. Health & Safety**

## **12.1 Ergonomics**

- Maintain proper posture
- Take regular breaks (every hour)
- Set up monitor at eye level
- Use external keyboard/mouse

## **12.2 Work-Life Balance**

- Log off at designated time
  - Avoid working on holidays
  - Take lunch breaks
  - Communicate boundaries to family
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# **13. Contact**

For WFH-related queries:  
- **HR Team:** hr@4thdimensionarchitect.com  
- **IT Support:** it@4thdimensionarchitect.com

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