



Work from Home (WFH) Policy

Introduction

Techlio Private Limited is committed to fostering a flexible work environment that enables employees to maintain productivity while balancing personal and professional responsibilities. This policy outlines the guidelines and procedures for employees opting to work from home (WFH) while ensuring operational efficiency and data security.

Purpose

The purpose of this policy is to provide a structured framework for approving, managing, and monitoring WFH arrangements while maintaining accountability and performance standards.

Scope

This policy applies to all employees who seek temporary or recurring WFH privileges. The approval of such arrangements will depend on job responsibilities, performance, and business needs.

The Work from Home Policy, along with the procedures below, outlines areas where WFH may be appropriate, as this may not be suitable for all employees and roles. WFH will be considered where one or more of the following apply:

- The arrangement would enhance or maintain the employee's personal productivity.
- The employee's role is one that can be done remotely in an effective way.
- The employee's team is not disadvantaged if the employee is not present in the office.
- There are no significant security or data privacy concerns.
- The employees' infrastructure/internet speed is suitable to complete their work.
- The employee's home office is safe and complies with guidelines.



- There is a health and safety issue associated with working in the office.

Eligibility

- Employees must have completed a probation period or a minimum of **3 months** with the company.
- Employees must have demonstrated **reliability, accountability, and productivity**.
- WFH requests must **not conflict with critical business functions** or operational requirements.

Work from Home Request & Approval Process

Employees seeking WFH arrangements must complete the **Work from Home Request & Agreement Form** and submit it to their manager for approval.

Mandatory Requirements for WFH Approval:

- ✓ All WFH requests must be submitted through the official form and approved via email.
- ✓ HR must be CC'd in all email approvals.
- ✓ No WFH will be approved without a formal email confirmation.
- ✓ The employee must update the official work channel (#out) to inform peers for seamless coordination.

Approval Process:

✦ Step 1: Employee Submission

→ Employee submits the **WFH Request Form** along with necessary documentation (same day).

✦ Step 2: Manager/Team Lead Review

→ Manager evaluates workload, feasibility, and impact on business operations.

✦ Step 3: HR Review

→ HR ensures compliance with company policies

- ◆ If additional approvals are required for special cases, senior management may be consulted.

Work Commitments & Responsibilities

- Employees must adhere to their **regular working hours** unless otherwise approved.
- Employees must be available through **designated communication channels (Slack, Zoom, Email, Microsoft Teams)**.
- **Email correspondence is mandatory for communication and reporting work progress.**
- Work-related deliverables must be **completed within the agreed timelines**.
- **Confidential company information must be handled securely** in compliance with IT security policies.
- Employees must ensure a **suitable work environment** with a stable internet connection.
- Employees must **inform their peers via the official work channel** to ensure smooth coordination.

Compliance & Monitoring

- Managers/Team Leads may conduct periodic check-ins to ensure work progress and productivity.
- Failure to comply with WFH policies may result in revocation of remote work privileges.
- Employees must notify managers/team leads in case of any disruptions affecting work delivery.

While we strive to offer flexibility, remote work will only be approved for **legitimate reasons** that align with the needs of both the employee and the company.

Valid reasons include but are not limited to:

- Health concerns or medical needs (with proper documentation).
- Family emergencies or caregiving responsibilities.



- Unavoidable personal circumstances (e.g., relocation, urgent personal matters).
- Specific work requirements that necessitate a quiet or controlled environment.

Each request will be **reviewed on a case-by-case basis** to ensure it supports both individual and organizational goals. Employees must **communicate openly and honestly about their needs**, and the company reserves the right to deny requests that do not meet the outlined criteria.

Approval & Documentation

For **record-keeping purposes**:

- ✓ Employees must sign the Work from Home Request & Agreement Form upon approval.
- ✓ All WFH approvals must be formally documented via email with HR.
- ✓ Any modifications to the arrangement must be documented and approved.

Review & Modifications

This policy is subject to **periodic review** and may be updated as needed to align with business needs and operational priorities. **Any changes will be communicated in advance.**

Work From Home Request Form

Employee Name: _____

Date: _____

Department: _____

Manager/Supervisor: _____



1. Requested Work from Home Dates:

- **Start Date:** _____
- **End Date:** _____
- **Total Number of Days:** _____

2. Reason for Request:

(Please provide a brief explanation for why you are requesting work from home.)

3. Work Setup:

(Please confirm that you have the necessary setup to work remotely, including internet access, computer, and any required software.)

- **Do you have reliable internet access?** Yes / No
- **Do you have a working laptop?** Yes / No
- **Any other tools or equipment needed to complete your tasks remotely?** (e.g., phone, software, etc.)

4. Tasks & Responsibilities:

(Please outline the key tasks or projects you will be focusing on while working from home.)

- **Task 1:** _____
- **Task 2:** _____
- **Task 3:** _____
- **Additional Responsibilities:** _____

5. Availability:



(Please provide your expected working hours, including availability for virtual meetings and communication.)

- **Start Time:** _____
- **End Time:** _____
- **Breaks (if applicable):** _____

7. Approval:

- **Employee Signature:** _____
- **Manager/Supervisor Signature:** _____