

Document Title: Remote Work Policy

1. All employees are allowed to work remotely up to three days per week.
2. Working hours remain fixed between 9 AM to 6 PM IST.
3. Meetings should be scheduled on Zoom or Teams with a clear agenda.
4. Employees must submit weekly work reports every Friday.
5. For security reasons, company data must not be stored on personal devices.
6. The remote work policy will be reviewed every 6 months.