

Work From Office (WFO) Exception Policy

1. General Guidelines

Employees are expected to work from the office during standard business hours unless exceptions are explicitly approved. Exceptions must align with organizational needs and be supported by valid reasons.

2. Health & Medical Exceptions

Employees with certified medical conditions may apply for temporary or permanent WFO exceptions. Documentation from a registered medical practitioner must be provided.

3. Childcare Exceptions

Employees who are primary caregivers for children **under the age of 12** may apply for WFO exceptions. Such requests will be considered on a case-by-case basis, balancing employee needs with business requirements. Managers and HR will jointly review the requests.

4. Other Exceptional Cases

Additional exceptions (such as caregiving for elderly dependents or unforeseen personal hardships) may be granted after management approval.

5. Approval Process

All requests must be submitted to HR with necessary documentation. Approvals are valid for a fixed duration and subject to renewal.