



# HEXAGON

## Remote Work Policy

Work Options

**Revision:** 1.0

**Last Reviewed:** 10 Aug 2023

**Next Revision Date:** 09 Aug 2025

# Contents

1. Introduction .....	3
2. Scope & Eligibility .....	3
3. Definitions .....	3
4. Guidelines .....	4
5. Procedure .....	4
6. Policy Administration & Exceptions .....	5
7. Revision History .....	5

# 1. Introduction

Purpose of Remote Work policy is to facilitate a flexible work environment while being cognizant of business imperatives. It is also intended to act as guide for HCCI Management and its employees in terms of mutual expectations, and it is meant not to be comprehensive but rather indicative.

## 2. Scope & Eligibility

All Full-Time employees, Contractors and Interns will follow the pattern established for the team that they belong to. This policy is applicable only If their duties can be met through basic hardware and software and do not require access to any advanced equipment. Also, this policy is applicable only If the role does not require the employee to work in an office environment, either due to a customer or a statutory requirement.

While working remotely, employees must adhere to all the conditions of company policies. All company policies around conduct, confidentiality, etc., continue to apply, regardless of location. If there is any change in any policy due to remote working, a note to that effect will be added to the relevant policy.

## 3. Definitions

The policy allows for flexibility in line with Division/Department requirements. At HCCI, this flexibility to be operationalized via three modes:

Option	Work Modalities	Other Details
Work from office	Employee based on his/ her own volition or as needed by management (project priority or timing based, customer needs, access to hardware/lab, etc.)  The employee will have a Dedicated workstation at the office	Employees may work from home for 6 days/ month. The employee should apply for the option in advance through the leave module in HexConnect
Hybrid	Employee can work partially from Home and for balance days, from the office.  Division/ teams might come up with a framework on how to rotate employees' presence in the office and at home for optimal team performance. Employees choosing the hybrid option should support such plans.  No dedicated workstation at the office. Designated open seats available can be utilized by the employees when they visit the office.	The employee residence in this option will have to be at the base location of hire.  The employee must exercise judgment in ensuring that the home office has the basic infrastructure which is required for efficient work, and needs to ensure a minimum internet speed of 40 MBPS.



Telecommuting	On rare occasions, and due to extraordinary circumstances, the management could allow for the employee to work from her/his chosen location (different than the base location of hire). This may need the approval of both local and global leadership.	For employees choosing Option III (telecommuting), the Car Lease policy may not be availed due to tax implications  At the time of resignation, employees who opted for telecommuting should either physically come to the office and submit assets or courier the assets which will be arranged by the organization. The courier charges would be deducted from the employee's full & final settlement.
---------------	---	--

## 4. Guidelines

- ❖ Employees must follow the regular work timings provided to them, be sure to meet deadlines and uphold high-quality standards.
- ❖ They have to be available on MS Teams or any other office communicator that is being used as well as mobile phone for any discussions.
- ❖ They must agree to work set hours as much as possible, five days a week. A reasonable flexibility is allowed. It is ideal that employee is available for 6 hours during their regular work timings or shifts as applicable.
- ❖ They must keep their managers, team members as well as stakeholders informed of any change in their work timings, leave status, or unavailability at work.
- ❖ Given that some team members would be working from home and some from the office, avenues for regular interactions must be created in the form of team meetings and get-togethers. The managers need to jointly work with team members to implement this. It is pertinent that all team members attend these discussions.
- ❖ It is imperative on the part of all employees and especially managers and leaders to ensure that no employee feels left out or less valued due to lack of physical presence in the office. It is important to be inclusive in our approach and look at all activities from the perspective of office employees as well as employees working from home.
- ❖ There could be situations where employees working from home (temporarily or permanently) can be asked to attend office. Due care will be taken by the manager to ensure that it is not disruptive to the employee.
- ❖ Irrespective of the work option chosen, the employee will receive full compensation and almost all other benefits.
- ❖ There shall be no compensation in lieu of on-location benefits like onsite creche, gymnasium facilities, or complimentary breakfast in the Hyderabad office.
- ❖ Only equipment owned by the company is covered by the company's chosen insurer.

## 5. Procedure

- ❖ Newly hired Employees, in discussion with their Manager, must submit their work options within 30 days of their date of joining. Existing employees must discuss any change to the submitted option with their manager before making any changes.
- ❖ Post submission of the work plan on the tool, the workflow will need the manager and Division Head and HR business partner's approval.

## 6. Policy Administration & Exceptions

Human Resources Department shall be responsible and final arbiter for administering this policy.

## 7. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	10-Aug-2023	Timeline for new hires to submit work options added, added practice of FnF deduction in lieu to submitting assets through organization-assisted courier service added, updated in the new policy template	Anant Gupta	Nousheen Khan