

## Work from Home Policy

**Purpose:** The purpose of this policy is to establish guidelines for employees who are eligible to work from home. This policy aims to provide flexibility while ensuring that business operations remain efficient and productive.

**Scope:** This policy applies to all employees whose job duties are compatible with a remote work arrangement and have received approval from their manager.

### Eligibility:

- Employee Must have medical reason.
- Employees must be in roles that do not require a physical presence in the office.
- Employees must have completed a minimum of 6 months of employment.
- Employees must have a satisfactory performance record.

### Application Process:

1. **Request:** Employees must submit a written request to their immediate Reporting Manager outlining the reason for the request, proposed work schedule, and how they plan to manage their tasks remotely.
2. **Approval:** Reporting Manager will review the request, considering the employee's job responsibilities, performance, and team dynamics. Approved requests will be forwarded to Department Head and HR for final approval.

### Salary Payout:

- Employees working from home will receive 50% of their regular salary.

### Work Schedule:

- Employees must be available during core business hours unless otherwise agreed upon.
- Flexible hours may be permitted with prior approval from the Reporting Manager.

### Work Environment:

- Employees must have a designated workspace that is free from distractions and conducive to productivity.
- Employees are responsible for ensuring they have reliable internet access and necessary equipment.

### Communication:

- Employees are required to maintain regular communication with their team and reporting Manager through email, phone, and virtual meetings.
- Daily check-ins with the HRMS may be required.

**Productivity and Performance:**

- Employees are expected to meet the same productivity and performance standards as they would in the office.
- Goals and deliverables should be clearly defined and agreed upon.

**Security:**

- Employees must adhere to the company's data protection and IT security policies.
- Confidential information should be securely stored and not accessible to unauthorized individuals.

**Health and Safety:**

- Employees should maintain a safe working environment and follow ergonomic recommendations.
- Any work-related injuries must be reported to HR immediately.

**Equipment and Expenses:**

- The company will provide essential equipment such as laptops and software.
- Employees may be reimbursed for reasonable work-related expenses with prior approval.

**Policy Review:**

- This policy will be reviewed periodically and may be updated based on business needs or changes in employment law.

**Termination of Agreement:**

- The company reserves the right to terminate the work from home arrangement at any time with reasonable notice.
- Employees may also request to return to office-based work with appropriate notice.