Work From Home - Policy

The Purpose of the WFH policy is to facilitate our employees for getting the relaxation to work from home with flexibility in unforeseen situations. All employees of ML Bench except Interns are allowed to WFH on specific days in case of any emergency, urgent work, sickness or as per the recommendation of their team lead and reporting manager.

Process of Applying:

1. WFH is entirely subject to approval from your Team Lead or Line Manager.
2. When you want WFH, you have to apply for it one day before you need to WFH. In case of an emergency, you must inform your Team Lead and Line Manager promptly.
3. In order to avail a WFH, the employee will be required to apply for WFH by sending an email to fatimazaheer@ml-bench.com. When applying they need to make sure to add their TL and Line Manager in the Cc of that mail.
4. WFH will not be considered and will be straightaway rejected if you're informing your TL instead of asking for approval on it. Here's an example.

   ➢ " Hi. I will be working from home today " ❌
   ➢ " Hi. I'm facing this issue (situation XYZ) today and I'm unable to come to the office. Please allow me to do WFH. " ✅

Mandatory Requirements:

1. It is also Mandatory for employees who are working from home to show proper availability and productivity. Employees are expected to be available and active for any assigned work at all times during their working hours.
2. Having internet connectivity issues or any accessory unavailability issue for communication will not be acceptable while working from home. Employees will be required to make sure that there won't be any hurdles while working from home and that everything works smoothly beforehand.
3. You can take work from home in certain conditions;
   ● Bad weather (Covid-19, Smog & Heavy Rainfall).
   ● Emergency (If you have some personal work, appointments or some events to attend)
   ● Medical Reasons (If you're feeling seriously unwell or have an injury that is not allowing you to attend the office, you can take WFH by submitting your reports/prescriptions to HR)

Note:
If a (WFH) request is rejected by the Team Lead, Line Manager, or HR, and the employee still chooses to work from home on that specific day, it will be considered as 'Absent.'