

| HOME-BASED WORK  POLICY |
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| Human Resources Department Version 1.1  1/8/20 |

# PURPOSE:

**HOME-BASED WORK POLICY**

We have designed our **home-based work policy** to make sure that working from home suits the employee’s circumstances but it doesn’t result in work exigencies being affected.

# POLICY:

* 1. **GENERAL RULES**
     1. This policy applies to all categories of employees. But, employees are allowed to work from home only if their job duties permit it further their line manager / Head of the Department (HoD) deems appropriate, as such home based work must result in equal output in terms of amount of work handled, availability of employees along with ease of approach by other employees.
     2. Employees work from home or telecommute when they complete their work at a place located outside of the company’s premises. They may work from home:
        + On certain days
        + Every day, dividing their schedule between being present at the office and [working from](https://resources.workable.com/remote-work-policy) [a remote location.](https://resources.workable.com/remote-work-policy)
     3. Work from home arrangements can be occasional, temporary or permanent based on the individual circumstances and as approved on case-to-case basis by the HoD.
     4. Reasons that could demand telecommuting include but are not limited to:
        + Parenting
        + Bad weather
        + Emergencies
        + Medical reasons
        + Approved by Manager for any other purpose
     5. The line managers / HoDs must consider below elements before considering work from home option for their staff;
        + The nature of the job has possibility to work from home
        + The [cybersecurity](https://resources.workable.com/cyber-security-policy) and data privacy concerns are adhered
        + The collaboration with the employee by other team members must not become difficult
        + The employee has the necessary equipment or software installed at home computers
        + The conditions of employees’ home or alternative place of work (noise, [internet](https://resources.workable.com/work-from-home-company-policy) [connection](https://resources.workable.com/work-from-home-company-policy) etc.) are similar to that of office premises
     6. When employees plan to work from home, this procedure must be followed:
        + Employee files a request through email at least two days in advance.
        + The line manager / HoD must recommend the request considering all necessary aspects of as mentioned above.
        + If the work from home arrangement spans for more than a weeks’ time, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficult commute) should file their request as soon as possible, so line managers can consider and recommend it for approval.

* + 1. At any point of time, if it transpires to the management that the employee in one’s capacity or with prior knowledge of the line manager is abusing this benefit then management will not hesitate to inflict upon strict disciplinary action against delinquent employee/line manager.
    2. In case of WFH, **Attendance** will be taken care of by the line manager, he/she needs to make sure the working hours’ compliance and work productivity.