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| SOP ID - Number | **HR/RS - 001** |
| Revision | **0.0** |
| SOP Title | **Work-from-Home Policy for R&D Department** |

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|  | Name | Title | Signature | Date |
| Prepared by | Rawan Al-Enbawi | Talent Acquisition Specialist |  | 9-1-2025 |
| Reviewed by | Bishara Shemali | S.HR Manager |  | 9-1-2025 |
| Approved by | Zaid Althaher | CHRO |  | 13-1-2025 |

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|  | **Effective Date** | **15-1-2025** |
|  | **Review Date** |  |
|  | **Next Review Date** |  |
|  | **Print Date** |  |

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1. **purpose**

This Policy is designed to offer flexibility to the Research & Development (R&D) team while maintaining productivity, collaboration, and compliance with WUDUH's operational standards. In alignment with Jordanian Labor Law, all employees working remotely retain their full legal rights. This policy reflects WUDUH's commitment to employee wellbeing, operational efficiency, and work-life balance.

1. **Scope**

This policy applies to all R&D department employees whose roles can be performed effectively outside the office environment.

* 1. **Benefits of the Policy**

By implementing this WFH policy, WUDUH aims to:

* Enhance employee satisfaction and work-life balance.
* Boost productivity through focused remote work.
* Position WUDUH as an innovative and employee-centric organization, attracting top talent in the industry.

1. **policies** 
   1. **Remote Work Schedule**

* Employees may work remotely for **4 days per month**, based on job requirements and team schedules.
* At least 30-40% of employees in each department must be present in the office at all times to ensure seamless collaboration and access to necessary resource
  1. **Expectations and Responsibilities**
* **Working Hours**: Employees are expected to maintain regular working hours during WFH days and be available for communication via approved digital tools (e.g., Microsoft Teams).
* **Performance Tracking**:
  + - Employee must Submit monthly reports detailing progress on objectives, challenges, and deliverables.
    - Employee should ensure measurable outcomes and meet deadlines to maintain consistent productivity.
    - Employees must submit their check-in/check-out times in the ZenHR system.
* The employee must attend the related meetings virtually as per the line manager request through the communication channels to ensure alignment and effective communication.
  1. **Work Environment Requirements**
* Employees must have a reliable internet connection and a dedicated workspace conducive to productivity.
* Employees must adhere to all company data protection and confidentiality policies during WFH days.
* Employees are prohibited from using unrelated tools and systems. Only approved tools and systems may be used to access company data and complete tasks.
  1. **WFH abuse**

In the event of abuse of the WFH policy, the direct manager will request that the HR team initiate an NOI investigation and take appropriate action in accordance with NOI policies and procedures. The manager is required to provide supporting evidence, such as emails, deadlines, or other relevant documentation, as well as check-in/check-out reports from ZenHR to support the HR Department's decision

* 1. **Policy Adjustments**
* The WFH policy may be adjusted based on business needs, operational requirements, or feedback from employees and management.
* The HR department is responsible for any Changes to the number of WFH days or related procedures will be communicated promptly.

1. **Procedures:**

* Employees must submit WFH requests to their line manager at least **3 business days in advance**, outlining planned tasks for the remote day.
* Line managers will approve requests based on team capacity, project deadlines, and departmental priorities.

**Legal and Regulatory Compliance**

None

**REVISION AND Change History**

None

| **SOP No.** | **Effective Date** | **Significant Changes** | **Previous SOP No.** |
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