WORK FROM HOME GUIDELINES

" Working from home is a huge privilege given by a company to an employee. However, such privileges should not be taken as granted. "

Below are the Guidelines :

1. **Stick to your working hours:** In the same tone, retain your working schedule as much as you can. We expect you to work for specific hours per day; if you need to change this plan for personal reasons, discuss it with your manager first. Let your team members know when they can reach out to you throughout the day and be available to them.

2. The method of tracking the employee's productivity (should install the app).

3. Reporting to the project manager by day start and day end report over email.

4. Reporting manager will track the employee's performance and work hours.

5. The employee should also have a strong work ethic

6. Make sure your personal bias is kept separate.

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7. Should be available for Zoom calls for meetings, Gmail for emails etc with their project manager.

8. Check your internet connection: Make sure you have a secure internet connection and fast enough to keep things rolling at all times. Lack of infrastructure will be considered loss of work and thus loss of pay

9. One needs to be online entirely during office hours. Individuals trying to perform personal work during office hours and found to be traveling outside the house during office hours will be considered as absent for the day. .

10..**Stay online:** It's important to stay connected with your team and colleagues. Check your e-mail and [messaging app] regularly to receive your team's requests and questions. Keep your calendar updated and hop into meetings with your camera and mic on. If you face issues with any of your primary tools, [e.g. mention main tools or apps], reach out to [IT/other department] at [address and/or phone number] to work on quick solutions and inform your team leader about it.

11. Create a workspace: Having a dedicated room/desk/corner, where you can sit comfortably solely for work, will help you concentrate more. Keep all essential items within your reach. If you live with family or roommates, be transparent with them about your expectations during work time, especially when you are in calls/meetings with colleagues, customers, and partners.

12. If a team member is not delivering productivity, the Project Manager has the right to cancel the WFH / mark the same as leave or He/She needs to report to work from the office.

When Allowed :

1. As per your project manager's approval.

2. If client-side billable or task then approval needs to be taken from the client.

3. Serious medical condition (depending on cases with medical reports).

4. Unsafe weather conditions.

When NOT Allowed :

1. For Sick leaves WFH not allowed

2. Emergency leave for traveling purposes.

3. Family / Relative medical case (depending on case and Reports)

4. Family functions or events at home.