

Work From Home Policy

Overview

Our work from home (WFH) policy outlines our guidelines for employees who work from remote locations.

Eligibility

- All full-time employees after completing 3 months of employment
- Role must be suitable for remote work
- Must have reliable internet connection and home workspace

Schedule

- Remote work allowed 2 days per week
- Must be present in office for team meetings and important events
- Core working hours: 10 AM - 4 PM local time

Equipment

- Company will provide laptop and necessary software
- Employees responsible for reliable internet connection
- IT support available remotely

Security Requirements

- Must use company VPN when accessing internal systems
- Keep all software updated
- Follow data protection guidelines
- No public WiFi for company work

Communication

- Must be available on Slack during work hours
- Regular check-ins with team lead
- Attend all virtual meetings
- Respond to emails within 4 business hours

Performance

- Regular performance reviews continue as normal
- Output and productivity monitored
- Same KPIs apply as office work

Termination

Policy may be terminated if:

- Performance drops consistently
- Communication is poor
- Security protocols are breached
- Business needs change