



WORK FROM HOME POLICY



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WORK FROM HOME GUIDELINES - COVID 19

1. INTRODUCTION

- a. As Socrates famously quoted, *"The secret of change is to focus all of your energy, not on fighting the old, but on building the new"*. Ultimately, the greatest lesson that COVID-19 can teach humanity is that we are all in this together. We believe in our core values of conducting our business with uncompromising ethics, demonstrate integrity and transparency in our actions and be responsible corporate citizens during this pandemic time.
- b. New normal: We have all adjusted ourselves to this new normal and will continue to work from home. We value our employees by developing and recognizing their outstanding talent by caring for them and their families.
- c. As we head towards a vision and goal to make this new normal a grand success, we believe teleworking is a temporary business arrangement that will allow our employees to continue to work from home. Due to the uncertainty of the length and severity of the COVID-19 outbreak the Work from Home option will be evaluated on an ongoing basis and are subject to being modified or discontinued immediately upon written notice.

2. PURPOSE OF THE POLICY

The purpose of this policy is to outline internal working principals and framework within which each employee will be required to work for as long as employees work remotely. The information below is intended to increase your awareness of the work from Home Guidelines - COVID 19 ("**Guidelines**") which we want our Employees to follow in this pandemic situation.

3. WORK FROM HOME GUIDELINES

- a. **Asset Management** – Employees who are working from home will either be provided SPECTRAFORCE computers/laptops or will be in the process of getting their own personal laptops configured by IT support to keep it consistent with SPECTRAFORCE expectations of information security management system requirements.
- b. **Security of Assets** - The Employee agrees to conserve and guard with due diligence the equipment, tools and programs provided by SPECTRAFORCE, in a secure manner, and must adopt all the appropriate and necessary security measures according to the type of device or medium.
- c. **Theft/Damage of Assets** - All devices provided by SPECTRAFORCE such as headsets, laptop, mouse etc. should be safeguarded from theft, damage, loss or misuse. In any such situation SPECTRAFORCE Asset Accountability Policy dated 18th March 2020 shall apply.
- d. **Asset Issue:** If due to any reason, asset stops working, an employee is supposed to inform the IT team/reporting manager immediately. If the asset issue continues for a longer period, leave will be marked as per SPECTRAFORCE leave policy. Furthermore, it is at reporting manager's discretion, whether it is an approved leave or unapproved leave.

- e. **Asset Return:** In the event an issue is identified by the IT team with respect to the Asset for which no remediation can be performed remotely, the Employee shall courier the Asset to the SPECTRAFORCE designated location at its own cost (while they are being issued the new ones), the cost of such courier charges shall be reimbursed by SPECTRAFORCE upon submission of an original receipt.
- f. **Confidential Information & Security** - The Employee agrees not to discuss/send via email any Information of SPECTRAFORCE with anyone, including another employee (except as part of job profile), family, friends, or expose the information in a place or in a manner which may compromise the confidential nature of the Information being provided by SPECTRAFORCE. The IT support team will reserve the right to monitor the activity on the Employee's computer/laptop at any time while he/she is working from home.
- g. **Password Protection** - The Employee agrees not to divulge or make known to any other person the password of the computer/laptop and shall lock the computer/laptop whenever not in use.
- h. **Internet Requirements** - The Employee agrees to have access to internet (with minimum broadband speed of 50 MBPS and data minimum 1GB per day) without any limitation to perform their respective duties in an efficient and time bound manner.
- i. **Internet Issues** - If due to any reason, Internet stops working, the Employee is supposed to inform the IT team/reporting manager immediately. If the internet issue continues for a longer period of time, leave will be marked as per SPECTRAFORCE leave policy. Furthermore, it is at reporting manager's discretion, whether it is an approved leave or unapproved leave.
- j. **Leave Management** - In case of any inability to work from home on any given date/time, in any event of sickness, emergency, the Employee should inform to his/her reporting manager immediately via email/call.
- k. **Work Timings** – The Employee must perform their jobs with the same work schedule (including breaks) they follow while at SPECTRAFORCE premises. If any Employee has a conflict with maintaining this schedule while working from home, he/she should contact their reporting manager immediately.
- l. **Availability** - The Employee must be always available to their reporting manager and co-workers during work from home.
- m. **Secondary Engagement/Dual Employment** - The Employee should not permit non-work-related events and activities to disrupt or interfere with scheduled work time. Any kind of secondary engagements or dual employment is strictly prohibited during this work from home period.
- n. **Compliance with policies of the company** – The Employee shall abide by the internal policies laid down by SPECTRAFORCE from time to time.
- o. **Safety of Home Workspace** – The Employee is expected to maintain their home workspace in a safe manner, free from safety hazards. The Employee is liable for any injuries sustained by visitors to his or her homework site.
- p. **Calm Workspace** – The Employee should have a quiet work environment so that it should not hinder their work. Background noises such as TV, pets or kids must be minimized when self-performing and must be completely avoided when having a phone conversation with the candidates, customers, co-workers and internal stakeholders.

- q. **Performance Monitoring** - Performance expectations of the Employee will remain “AS IS” as they are even while working from home. If the Employee has a conflict with meeting his/her performance expectations as a result of working from home, he/she should contact the reporting manager immediately.
- r. **Employee Benefits Reimbursement** – The Employees are expected to be honest and accurate when submitting expense claims for reimbursement and never use SPECTRAFORCE funds for personal use.
- s. **Separation** - If the Employee’s employment ends during the work from home period, the Employee will be required to return the assets provided by SPECTRAFORCE in proper condition within two (2) business days from the date of his/her last working day. In the event there is a delay in return of Asset exceeding 15 calendar days from the last working day, the Employee shall be accountable for paying the rental charges of the Asset which shall be adjusted with the Full and Final payout until the time the Asset is returned back to the SPECTRAFORCE designated location. The cost of return of such assets to SPECTRAFORCE including any damage to the assets during transit shall be borne by the Employee. Furthermore, during the term of the Employment, either party shall have the right to, without assigning any cause, terminate the terms of engagement giving Sixty (60) days prior written notice or payment of two months gross salary. The employee shall exercise the right to voluntarily pay the two months gross salary only subject to prior written approval of the Head of HR, India who will determine the waiver of serving the notice period on business needs and on case to case basis.
- t. **Incentive** – Incentives for the employees serving notice period will be put on hold from the date on which he/she has tendered his/her resignation and it will be paid with the full and final amount after the approval of Vertical head(s). Also, Incentives for the employees on long leaves (including medical, Loss of pay or for any other emergency reasons) will be put on hold till the time they rejoin SPECTRAFORCE, and it will be paid along with the upcoming pay cycle after the approval of Vertical head. However, full or part incentive can be paid in case of exceptional circumstances at the discretion of the Vertical head. For clarity, long leaves shall mean any leaves exceeding 15 days (including Saturday, Sunday, and Holidays if they are preceded and followed by leaves).

4. MEETINGS

- a. Employees must always be available for meetings as and when asked by their teams or managers.
- b. While on call or during an online meeting, employees must ensure that there is no noise in the background. If a meeting demands face to face interaction, employees must ensure their phone / laptop cameras are switched on.
- c. Sound internet connection is the responsibility of each employee.

5. EXCEPTIONS

Any exception to this work from home policy would need the approval from the Head of HR-India.



Thank you for reading our guidelines. We hope you find it useful in guiding your behavior and decisions as you carry out your daily activities at **SPECTRAFORCE**.

Any violation of the terms of this guidelines will be treated as a serious offence and **SPECTRAFORCE** will be compelled to initiate appropriate disciplinary action against the employee including and up to termination of employment with **SPECTRAFORCE**.
