**WORK FROM HOME – SOP**

**Time Management**

1. Log In: Everyone should send an email to HR to confirm the login time.
2. Log out: Everyone must send an email to HR once their log out from their working hours

**To-dos’ & Projects**

1. Everyone must follow the to-dos’ and deadlines strictly
2. Every project must be communicated and completed on time and in line with the scope and agreement.
3. Any confusion or clarification required in any of the to-dos’, please contact your team lead. Team leads must contact their respective PM.
4. If the team leads or PM’s are not responsive, the query/issue must be escalated to the Directors.

**Communication:**

1. All PM’s and Team Leads must communicate with clients via email or basecamp as per the requirement of the projects.
2. If the PM or team lead needs to call clients, then they must install Zopier ( https://www.zoiper.com/en/voip-softphone/download/current ) on their system.

**Access:**

1. All computers/laptops you are using to access any official files/documents/projects must be protected via licensed Kaspersky antivirus or similar
2. DO NOT ACCESS cpanel/whm/wordpress login under any circumstances if your devices are not cleaned and protected via antivirus like Kaspersky
3. It is mandatory to have antivirus on your system/devices

**HR:**

1. HR must manage the login and logut times of each employee
2. HR must make sure remote working is running smoothly
3. If any staff member has any issues regarding IT/General ( not related to projects ), please contact HR not your team lead or PM

**Work Reports:**

1. Everybody and all staff members will send end of the day report to their respective team lead or PM and cc them to the directors. This is a must and absolute mandatory

**Responsibility:**

1. We want our Logicsofts Team to stay safe and maintain social distancing as much as possible.
2. We all want to work responsibly and we will appreciate if all Logicsofts members remain true and honest to their work.
3. We, the Directors are fully committed to our Logicsofts Family both financially and socially. However we need your support. We cannot do this alone. Let’s work for each other, for our clients, for ourselves, for our family. At this unprecedented time, we all need each other for our ship to keep sailing.