

WORK FROM HOME

Policy brief & purpose

We designed our **work from home policy** to make sure that working from home is beneficial to our employees and company. As we are resuming our offices, so it is preferred for everyone to join office asap but due to safety, we are not forcing at the moment till 1-Jun-2020.

Scope

This work from home policy applies to all our employees who prefer working from home rather than joining office till 1-Jun-2020.

WFH POLICIES -

1. All who want to work from home have to apply for it with a specific date up to which they want to work from home not later than 1-Jun-2020.
2. The salary of May month will be credited after the joining of that person (until we will not have any other kind of extension from 1-Jun-2020)
3. Anytime company management/team leader can stop or resume work from home facility for any employee.
4. If management found that the work done by any employee is not efficient or up to mark then the salary can be deducted in %age from 10-50 depends on the output.
5. During Work from home, all Saturdays of the month will be working with 9 hours minimum rule.
6. In case of absent, it will not be counted as CL or SL. During work from home, no SL or CL will be credited to the employees account. Also in case of due quota, it can not be used during work from home.
7. All team members need to be available on Phone, Skype or Whatsapp at any time if management require.

Attendance Rules -

Time Doctor Rules -

1. All employees need to run time doctor on their system. While marking attendance that will be first parameter.
2. Minimum hours per day need to be 9 hours on time doctor for all working days.
3. Who has been allocated half day, they need to work for 4.5 hours minimum.
4. If less than 4.5 hours then it will be counted as absent.

Redmine Rules(Except Sales team) -

1. In case hours are not added in redmine, company can mark the absent for that employee whether that employee has run time doctor or sent email or done chat/communication with team etc.
2. Working hours need to match with the time doctor.
3. In case redmine not working, it is duty of employee to add those hours immediately when it will start working again.

Daily Report (Email) -

1. Daily report is very essential for all. In the absence of daily report, company can consider the absent for that employee whatever other things are done.
2. Daily report will be considered on the same date. Next day or later sent reports will not be considered for attendance.
3. Make sure that email should be delivered to [✉ shanky@softuvo.com](mailto:shanky@softuvo.com), [✉ deepak@softuvo.com](mailto:deepak@softuvo.com), [✉ hr@softuvo.com](mailto:hr@softuvo.com), [✉ akshika@softuvo.com](mailto:akshika@softuvo.com) and your reporting manager.
4. While sending email, need to send a screenshot of Timedoctor and Redmine as attachment.

Whats App/Skype Family Group -

1. Everyone needs to send a message while checking IN and checking OUT. This will help to know the team members about the availability of others.
2. No one will start the day before 9 am without approval.
3. No one will start the day later than 10 am without approval.
4. While checking out, need to send the screenshot of email.