



WORK FROM HOME POLICY

Objective :

To provide an ecosystem that enables employees to manage both personal and professional priorities effectively.

Eligibility

All employees who are allotted PeopleLogic assets sufficient to effectively and efficiently work from home (such as laptops, 3cx, vpn connectivity) are eligible to opt for this policy.

Employees need to plan with their supervisor so that the deliverables to the client needs are not adversely impacted.

A request would not be considered as an automatic entitlement and will be assessed to ensure the arrangement will not adversely impact the role or business.

The company reserves the right to amend the policy.

Policy Guidelines :

- While working from home it is the responsibility of the employee and the Reporting Manager to develop the required day to day schedule to ensure that work can be completed effectively.
- The employee must be available for all meetings via phone/video facilities.
- The employee must provide his/her Reporting Manager with a reachable phone number.
- Be contactable and available for communication with Reporting Manager , team members and PeopleLogic clients as and when instructed by Reporting Manager or required for work

Note : It is advised that a work from home request is not clubbed with weekends or public holidays.