

Dated: 15th March 2023

WORK FROM HOME POLICY – DIGITAL DIVIDEND

We are pleased to announce that, as per our review on the Work from home Policy and the decorum maintained by most of team members during the last 4 months, it has been decided by the management to continue the Hybrid working for all team members. However, this is based on decision and discretion of your Department Head.

Another good news is, we are extending the days from 1 day a week to 2 days in a week wef **20th March 2023** onwards. However, it is mandatory to fix the days for each department. Your respective Head of Department will announce the designated days for your team.

We are confident that this extended Work from Home Policy will offer greater flexibility and comfort to all our team members while enabling us to continue delivering exceptional results to our clients.

IMPORTANT NOTE:

It is important to note that there will be no exceptions to this policy. If a team member comes to work on the designated Work from Home day, they will not be eligible to apply for another day of that week as a substitute. Furthermore, it is imperative to understand that these designated days cannot be carried forward to another week or month.

Mandatory Protocols for Work from Home:

- Team's Skype Group Check-in and Check-out.
- Breaks to be announced on the Group.
- Tasks done on the day should be sent on the Team's Skype Group at the end of the day.
- All team members should have their Camera switched on during the Standups and internal team/project Meetings.
- All team members should be responsive and if there is any short break then it should be announced on the Skype before leaving the Work Station.
- Your work-related tasks/assignments/releases should be delivered timely with proper and constant communication with the team.
- In case of electricity breakdown/internet issues during a WFH day, the team member must join the office immediately and resume their work from office.
- Other policies or requirements may be announced by your HOD as per the requirements and situation of the Project.
- HOD has the complete authority to Cancel or Pause the Work from Home policy for any individual, deem necessary.

If you have any questions or concerns about the policy, please do not hesitate to reach out to your Department Head or Human Resources team for clarification. Thank you for your understanding and cooperation.