

Remote Working (WFH) Policy

1. Purpose

Provide guidelines for remote work arrangements to ensure productivity and work-life balance.

2. Eligibility

- Remote work is available to employees whose roles allow independent work and do not require on-site presence.
- Manager and HR approval required.

3. Request Procedure

- Submit remote work request via HR portal at least 2 business days in advance for planned WFH.
- For emergency WFH, inform manager and HR on the same day.

4. Equipment and Security

- Employees are responsible for a reliable internet connection and secure workspace.
- Confidential data must not be shared on unsecured networks; use company VPN when accessing sensitive systems.

5. Communication Expectations

- Attend daily stand-ups and be reachable during core hours.
- Use official channels (email/Slack) for communication and update task trackers regularly.