

# Relanto Work From Home (WFH) Policy

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## 1. Document History

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Date			

Version	Date	Amended By	Section No.	Summary of Change

## 2. Foreword

### 2.1 Policy Statement

Work from home policy ensures that working from home is beneficial to the employee and the company. This policy allows employees to maintain a healthy work-life balance and improve employee productivity.

### 2.2 Eligibility

This policy is applicable to all regular and full-time employees, except for those engaged in support functions such as Administration, Information Technology (IT), Human Resources (HR), Finance, and Talent Acquisition.

## 3. Guidelines

### 3.1 When Are Employees Allowed to Work From Home

According to the job duties assigned, employees are allowed to work from home upon approval by his/her reporting manager.

### 3.2 Responsibilities

The reporting manager is responsible for ensuring that the terms and conditions under the work from home policy have been satisfied prior to approving the request. It is the responsibility of the employee to adhere to all the company's policies and procedures even when working from an alternative location. Additionally, employees must maintain accurate and up-to-date records of hours worked at home within a normal span of hours. The employee is expected to be contactable and available for communication with the HR/reporting manager and team members during the periods in which home-based work is carried out.

Employees must follow the work schedules provided to them, meet set deadlines, uphold high-quality business standards, and submit daily reports. And while some flexibility is allowed, the employee must agree to visit the designated workplace for any client meetings or critical meetings as defined by the Reporting Manager.

### 3.3 Work From Home Requests

Employees can request to work from home for reasons that include but are not limited to:

- Parenting
- Family Obligations
- Medical reasons

Employees have the flexibility to divide their weekly schedule between working at the office and from home. They can spend a maximum of 3 days in the office and 2 days working remotely, depending on project needs and with approval from their manager.

### 3.3 Things To consider

Different employees and roles have different responsibilities based on their job description. There are chances some of the employees will have access to confidential data about the company. Thus, it becomes critical for the employee and especially the reporting manager to consider the impact on the company for such employees to work from home.

Before requesting and approving work from home request, employees and managers must consider the below:

- Employee eligibility for work from home by the nature of his role.
- Check on cybersecurity and data privacy concerns.
- Will the employee's work from home in any way affect his/her team output
- Does the employee have the necessary software installed and permissions granted to operate official portals from home.
- How strong is the internet connection, noise control at the employee's home or alternative place of work.

### 3.4 Approval Procedure

When employees plan to work from home, they must email their request to their reporting manager and apply for WFH in the Relanto HR Portal at least 2 days in advance.

### 3.5 Mutual Understanding

Managers have the authority to establish guidelines that promote optimal productivity among employees. Both the employee and their reporting manager should collaborate to determine the frequency of check-ins necessary to achieve goals and targets effectively.

**Pay & Benefits-** Pay and benefits will not be affected due to this arrangement under this policy.

## 4. References

Not Applicable

## 5. Exclusion

Contractors

## 6. Non-Compliance

Non-compliance will have consequences as per the company policy.

## **7. Revision of the Policy**

The Company reserves the right to revise, modify any or all clauses of this Policy, at its discretion and in consonance with the extant laws

## **8. Explanation/Deviation of Policy**

The management will be the sole authority to interpret the content of this Policy. Any deviation to this Policy needs to be approved by the management.

## **9. Annexure**

Not Applicable