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This policy outlines the guidelines for One Convergence India Office employees availing Work From Home (WFH) privileges to ensure flexibility while maintaining productivity and accountability. This policy is in effect from April 01, 2025

**Eligibility:**

- All full-time employees who have completed their one year employment are eligible for WFH on Pro rata basis.
- WFH is permitted only for roles where remote work can be effectively managed.
- WFH may be revoked or denied in cases of urgent deliverables or when the company requires your presence at the workplace.

**WFH Allowance:**

- Each employee is entitled to **24 WFH days** per calendar year.
- WFH's are on accrued basis.
- Maximum of 12 WFH can be taken at a stretch

**WFH Request Process:**

- Employees must submit their WFH request via email to their respective manager, copying [oc-vacation@oneconvergence.com](mailto:oc-vacation@oneconvergence.com) at least **24 hours in advance** (except in extreme emergencies).
- The request must be approved by the reporting manager to ensure alignment with team deliverables and business requirements.

**WFH Guidelines:**

- Employees must plan necessary arrangements at home to ensure a productive work environment and should be equipped to address any laptop or internet issues independently without relying on office support.

- Employees must be available online during core working hours (10:00 AM - 7:00 PM) unless specified otherwise.
- Regular check-ins with the reporting manager or team or customer are mandatory.
- Employees are expected to maintain the same level of professionalism and responsiveness as they would in the office.
- Any technical or connectivity issues that hinder work progress must be reported immediately.
- Long (2 weeks) WFH must be pre-approved by the respective manager at least 1 month before availing, copying [oc-vacation@oneconvergence.com](mailto:oc-vacation@oneconvergence.com).
- Work from Home (WFH) can be combined with leaves or holidays only if they are scheduled consecutively and not interspersed. For example, alternating between a day of leave, a day of WFH, and then another leave or WFH is not permitted. Such combinations disrupt effective work planning for managers and customers.
- WFH requests will be limited to 24 days within a calendar year. If an employee requires additional WFH days beyond this limit, their manager must obtain special approval from the Centre Head with HR in copy.
- WFH is not available for freshers during their first year of employment and for others during their probationary period
- WFH cannot be availed during notice period

**Accountability:**

- Maintain regular working hours and be available during core collaboration times.
- Stay responsive via official communication channels (email, chat, calls) as required.
- Non-compliance with WFH guidelines may result in loss of WFH privileges or disciplinary action.
- Meet deadlines and deliver assigned tasks with the expected quality.
- Regularly update the reporting manager on progress and any potential delays.
- Adhere to company security protocols when accessing systems, tools, and data.
- Avoid using public or unsecured networks unless approved VPNs are used.
- Actively participate in scheduled meetings, discussions, and team updates.
- Ensure effective communication to avoid misunderstandings or delays.

This document is intended for internal use only and will be updated periodically as needed. While we will make an effort to notify of any changes, we strongly recommend reviewing this document regularly to stay informed. For the most accurate and up-to-date information, please consult with HR or the Centre Head.