

Work from Home Policy

Client Facing Teams – Work from home is available only for employees who have been with the company for at least 3 months. 1 day of work from home is allowed every month for all client facing teams. Employees can take a work from home only after prior approval from their respective managers at least 2 days in advance. The employee is expected to be available on calls and online during the working hours.

Employees who need to work from home for unforeseen reasons (eg. illness, bad weather) should file their request as soon as possible, so managers can consider and approve it.

Connectivity/Disturbances: Employees must ensure there is uninterrupted internet connectivity and no disturbance in the background when on calls.

Breach of Policy- If at any given time, the employee is found abusing the privilege then it will be revoked for him/her.

