

### **Work-From-Home (WFH) Policy for Office Employees**

The Work-From-Home (WFH) policy for office employees is implemented to ensure business continuity during extreme emergency situations while maintaining accountability and productivity. It provides a structured approach to handling unforeseen circumstances that may prevent employees from commuting safely or attending the office due to personal emergencies.

#### **Expected Outcome:**

This policy aims to maintain operational efficiency and support employees during emergencies by allowing them to work remotely. It ensures that business-critical tasks are completed on time while also providing a fair WFH policy. The structured approach is expected to minimize disruptions and completion of tasks during emergencies.

- ✚ WFH is available for employees who regularly work from the office only under extreme emergencies, which are defined as follows:
  1. Unavailability of commuting options.
  2. Adverse external conditions making commuting unsafe.
  3. Personal emergencies where the work assigned to the employee is business-critical. The business criticality will be determined mutually by the employee and their reporting authority.

- ✚ When WFH is granted, it will result in a half-day leave for that day, provided the following conditions are met:
  1. The employee has completed their assigned tasks.
  2. The status of the completed tasks has been reported in writing to the reporting authority.
  3. The completion of tasks is approved by the reporting authority.

Failure to meet any of these conditions will result in a full day leave. Any exceptions to this policy will be considered by management on a case-to-case basis.