



Work From Home Policy

Version – 1.2

Revision History

Version	Date	Author	Major Changes
1.0	01/03/2021	Snehal Shah Kruti Shah	Initial Version
1.1	09/06/2021	Kruti Shah	Change in Top Tracker rule
1.2	01/01/2022	Kruti Shah	Overall content rephrased

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WFH Policy (Effective from: 01/03/2021)

1. Objective:

- 1.1 The policy outlines, the applicability, rules, and procedures about consumption and approval of leave.

2. Applicability:

- 2.1 This policy is only applicable for all Full-time employees of Techforce InfoTech Pvt. Ltd.
- 2.2 This policy is also applicable to all the contractors who are not employee but works with similar manner and get similar benefits like employee. The term "Permanent Employee" or "Employee" in this document is also applicable to the Employee like contractors.

3. Eligibility Criteria:

- 3.1 Employee can opt for "Work from Home" facility with the prior approval of Team leader for valid reason/ situation.
- 3.2 This 'work from Home' day will be considered as full day working for employee. If Team Lead will not be satisfied by Employees work for that day, they can Reject such leaves and Employee will have to apply half day/ Full day leave against that.
- 3.3 NO WFH During Notice Period:
 - Once the employee is on Notice Period, they will not be able to opt for Work from Home facility.
 - Employee will require to Work from Office regularly.
 - If Employee will do work from home by their choice, that day will be considered as "Leave without Pay".
 - For personal medical reason, it is better that you opt for Leave (LOP). In case you need to do work from home, please get a letter from medical practitioner for the same. Final decision will be taken by PM/ TL to consider that day as working day.

4. Points To consider for WFH:

- 4.1 Mark Attendance Manually:
Employee while doing WFH, require marking their attendance manually from HR portal. Sign-in & Sign-out both required to mark full day/ half day work.
- 4.2 Top Tracker must be ON all the time while doing Work from Home. For any reason, if Tracker is not working, an email approval is needed from PL to sanction a working day for that day. Need to copy HR for the same.
- 4.3 Everyday tracker should showcase Minimum 8 hours. Any day less than 7.5 hours will be considered as Half Day. If the hours are less than 4 hours, it will be considered as leave without pay.
- 4.4 Every week total working hours should be minimum 40 hours. Anything less than that will be considered as Leave without pay for missing hours (1 to 4 hours half day, more than 8 hours - leave for a full day)
- 4.5 Employee must need to have a **Broadband connection** at their home.
- 4.6 Missing Scheduled Calls - If you are not attending daily calls, stand-up for more than 2 times in a month, all those days will be considered as Half Day.
PM/ PL can report to HR for the same.