

Work From Home Structure

This policy would be effective from **Apr 01, 2026** onwards

This Work From Home (WFH) policy is designed to provide flexibility to employees while ensuring seamless collaboration and productivity. The policy outlines the eligibility criteria, allocation, and usage of WFH days to support a balanced and efficient work environment.

WFH Entitlement and Allocation

- WFH balances will be credited on the 1st day of each month based on the employee's tenure.
- Unused WFH days can be carried forward, up to the maximum limit mentioned below, allowing employees to plan their work schedules effectively.

WFH Entitlement Based on Experience

- Less than 6 months of experience: 2 WFH days.
- 6 months to 4 years of experience: 4 WFH days per month (carry forward up to 6 days).
- 4 years to 8 years of experience: 8 WFH days per month (carry forward up to 8 days).
- 8 years and above: 12 WFH days per month (No carry forward).