

WORK FROM HOME POLICY

Purpose:

The objective of this policy is to encourage employees in striking a healthy work-life balance, increasing productivity, fostering teamwork, and ensuring greater adaptability.

2 WFH days per month:

- Maximum 2 days of WFH can be availed per month – applicable to employees from Grade G2 to G7
- Approval request email must be sent to Reporting Manager, and Cc HR Team before applying in the system.
- Once approved by Reporting Manager, WFH can be applied in Keka.
- Web clock-in & clock-out are mandatory (Attendance regularization is not applicable).
- Employees are expected to deliver 8 hours of productive work and attend all meetings.
- Employees are encouraged to take Partial day/Half day/Full day leave in case of unavailability for work and meetings.
- Balance WFH cannot be carried forward to the next month
- IT, Admin, HR, TA, L&D, Finance and Marketing departments are not eligible for 2-day WFH per month.

Company Declared WFH Days

- When company declares work from home on a particular day, all the employees are eligible to avail under the assumption that they can do 8 hours of productive work and attend all meetings.
- Offices will remain open on these days; employees can work from office if they prefer.
- These will be in addition to the 2 WFH days per month.
- Remote clock-in option is enabled for entire organization. Web clock-in & clock-out are mandatory (Attendance regularization is not applicable).
- Employees are encouraged to take Partial day/Half day/Full day leave in case of unavailability for work and meetings.

Note: This policy will be reviewed periodically