

Working from Home Policy

'Name of the Company' appreciate the need and benefit of employees working from home or telecommuting. By providing work from home options, the company believes that it is suitable and flexible for employees to continue the job from their homes under the situation of infection spread and surface contamination or just getting a change of environment.

'Name of the Company' believes that employees are its most prominent and valuable asset, and their health should be taken care of during their employment period.

Purpose

The work from home policy serves as guidelines to develop measures for providing employees with work from home, which can be beneficial to them when needed.

The work from home option depends on the nature and flexibility of the job for a particular employee. Not every job type can be continued from home.

The company actively believes in providing work from home criteria in the situation of severe epidemic spread to protect the health of its employees.

We do not consider working from home as an entitlement or the *'Name of the Company'* benefit. Permitted for work from home will not change the terms and conditions of the job responsibility.

Scope

The work from home policy applies to every employee regardless of their position and, most importantly, whose work nature allows them to do so.

Guidelines

Working from the home option provided to the employees is temporary. An employee can ask for permission to feel a change in the environment by working from home for some time.

While working from home, the company ensures to keep communication with the employees to maintain productivity.

The manager of the respective employee who opts for work from home must immediately hand over the planning of work to be done in the upcoming days.

The employee taking work from home must ensure:

- A silent workplace which is away from any distraction
- To have good internet connectivity
- To follow the regulations of taking a break as discussed by the respective authority
- To give full attentivity to the work

- That the schedules of the teammates overlap to complete the job effectively.

To fulfill the requirements of the policy, the employee must abide by to ensure:

- Job and business confidentiality
- Employment ethics
- Proper use of cybersecurity requirements
- Protection of company data

The company will only allow the employee to work from home if the song falls under the following category:

- If the health of the employee doesn't allow to come to the office
- Severe epidemic outbreak
- If the employee wants to visit family or friends outstate, in such a case, the employee is only permitted for a maximum of [\(days/week\)](#) per year.
- If employee is a new parent.
- Maternity leave.

Connection

The employees must ensure to be available on the phone and emails throughout the regular office timings. The employee should attend all the important meetings and training programs, if any.

Asset Management

On the request of employees, employers can provide them with all the required assets to continue their work while being at home also. The IT department must ensure to keep all the software installed and make other cybersecurity administration requirements up to date.

While the company provides assets, employees must ensure:

- Keep the assets protected and safe
- Not to download software from sites unless asking for permission to do so.
- Keep the data security and cybersecurity up to date.

The company can ask the employees to return the assets before the [\(day\)](#) of returning from working from home.

