



Xebia

Work from Office

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Purpose:

This guideline offers employees explicit information about the required no. of office working days as well as the option to work from home at their respective base locations.

Scope:

Effective October 1st 2024, back to office guidelines are applicable for all employees at Xebia India PAN India office locations. However, the support functions & Academy team are out of scope as they are already expected to work from their office base location 5 days a week.

Definition:

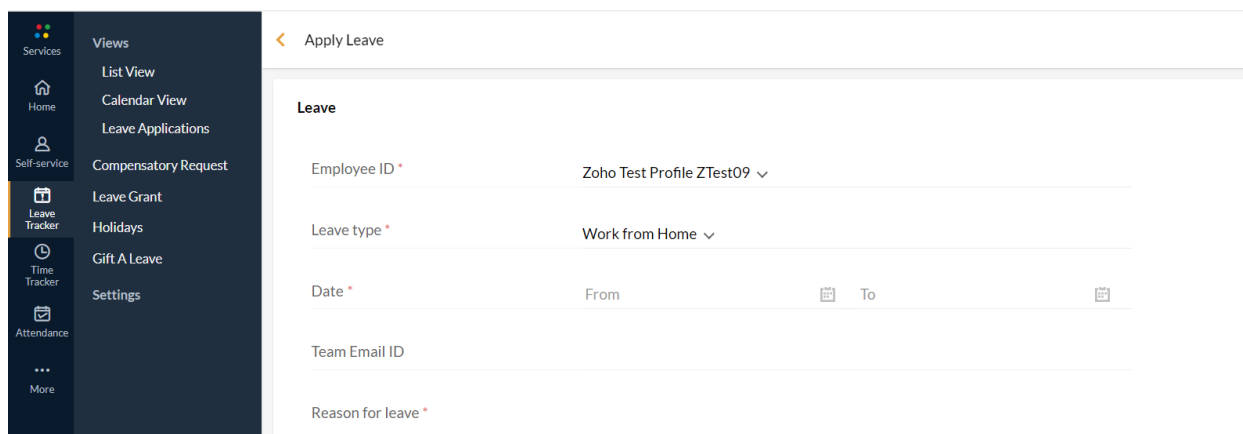
Back to office allows employees the flexibility to work from their designated office base locations.

Xebia reserves the right to make amendments to this guideline from time to time as the business/client requirements may be.

Procedure:

- As per the mandate all employees are required to work a minimum of 3 days at their office base location, while they may choose to work from home for the remaining days as needed.
- Employees travelling from more than > 50 Kms to their office base location, are required to work 2 days a week from their office base location.
- **While working from official base locations, employees shall be able to mark their attendance from Zoho web or mobile app.**
- In case of remote working, employees shall have to follow the below steps to mark their attendance through Zoho People:
- If the indicated client meets all the criteria (as defined above), you will be asked to initiate email contact to introduce the person responsible for sales.

Zoho People → Leave Tracker → List View → Apply Leave/ Work from Home



The screenshot shows the Zoho People interface for applying leave. On the left is a dark sidebar with navigation options: Services, Home, Self-service, Leave Tracker (highlighted), Time Tracker, Attendance, and More. The main content area is titled 'Apply Leave' and contains a form with the following fields:

- Leave** (Section Header)
- Employee ID ***: Zoho Test Profile ZTest09 (dropdown menu)
- Leave type ***: Work from Home (dropdown menu)
- Date ***: From [calendar icon] To [calendar icon]
- Team Email ID**: (empty text field)
- Reason for leave ***: (empty text field)

Figure 1: Zoho People: Leave Tracker Pathway

Step 1: Login into your Zoho People account.

Step 2: Navigate to the "Leave Tracker".

Step 3: Click on "Work from Home" leave type.

Step 4: Fill in the required details and submit the Work from Home request.

Important Note:

- **Employees must work from the base/office location at least 3 days per week (excluding holidays) or 12 days per month (excluding holidays).**
- **Employees are required to inform their People Business Partners and Reporting Manager in advance of the alternative they want to select.**

Attendance Management:

- As mentioned above, employees shall only be able to mark attendance from their base location.
- Work from home must be applied during the current month as the Zoho system shall not permit any changes for the previous month.
- Any discrepancy shall be verified from employee's access card daily logs.
- As per compliance, employees are advised to avoid tailgating and use their own access cards in office premises. In case access card needs to be issued then employee can contact below location SPOCs:
 - GGN Office: Munendra Singh (Munendra.singh@xebia.com)
 - BLR Office: Seshappa Naidu (Seshappa.naidu@xebia.com)
 - Pune Office: Aayush Prajapati (aayush.prajapati@xebia.com)
 - Chennai Office: Ajithkumar Ramasamy (ajithkumar.ramasamy@xebia.com)

For any technical issues pertaining to marking attendance over Zoho, employees can connect either of the below SPOCs:

- Chandini Sophie (chandini.sophie@xebia.com)
- Polina Singh (polina.singh@xebia.com)
- Alternatively, respective PBPs can also be reached out.

Deviation from minimum office attendance:

➤ **Non-Compliance for Two Consecutive Weeks**

If an employee fails to maintain the minimum required office attendance for two consecutive weeks, a formal warning letter will be issued. This warning will be recorded in the employee's file, and any subsequent actions will be subject to the approval of the regional or department head.

➤ **Non-Compliance in the Third Week**

If the minimum attendance requirement is not met in the third week, the employees' leaves will be deducted to account for the attendance shortfall.

➤ **Non-Compliance in the Final Week of the Payroll Cycle**

In the event of a shortfall in the final week of the payroll cycle, Leave Without Pay (LWP) will be applied for any unfulfilled attendance requirement.

➤ **Repeated Non-Compliance**

Persistent failure to meet the minimum attendance requirement throughout the year will impact the employee's performance variable payout. As part of the Code of Conduct, adherence to office attendance carries a 20% weightage in the overall performance assessment.

Exceptional Handling:

If an employee requires an exception, they must contact their respective Region/Department head.

The region/department head will then assess the severity of the situation and prepare a business case, to discuss with Regional delivery heads and People function spoc, in order to collectively decide on approving the exceptions. All exceptions shall be governed through Zoho systems (any information over emails or text must be avoided).

Exempted from office attendance mandate:

- Employees working from client office.
- Employees working from Mumbai.
- Employees working 24/7 shift.
- Employees working night shift.