**WORK FROM HOME**

***Objective***

The main objective of this policy is to give a favorable working environment to all the employees. This policy has been designed in such a way that it is beneficial to employees and the organization.

**This work from home policy is applicable only for one day in a week.**

**Rules:**

1. **Employees are not allowed to take work from home along with their any type of planned leaves , if such incident occurs then they cannot avail WFH for next 1 month.**
2. **If due to unavoidable circumstances, if employees take medical/emergency leave connecting with WFH day, then they cannot avail WFH for next week. (if such patterns repeats for 3 times for any particular individual then their WFH will get canceled for next 1 month. )**
3. **Employees can avail WFH along with week off but it required advance approval of management/HOD.**
4. **If Employee took 2 days WFH in one single week due to any circumstances, then they cannot avail WFH for next week.**
5. **New joiners are not allowed to take work from home facility for 1 Month or till the Hod’s permission from their date of joining in organization.**

***Eligibility***

* **To start availing work from home facility you should follow ticketing system properly means proper scheduled task for a week and follow play and pause on regular basis compulsory for every task at least for 2 continue weeks.**
* **Employees must follow above procedures compulsory through out, or if you are fails to do so you are not eligible to avail work from home facility till the management/HOD next permission.**
* This policy is applicable only to permanent employees & Not applicable to employees who are serving notice period, interns & for employees whose work can not be done remotely.

***General Guidelines related to IT***

* This policy is being created keeping in mind the trust it has in its employees and with full faith in employees that this policy will not be misused
* Employees who adopt for work from home organization will provide them a laptop
* It will sole responsibility of the employee to take care of laptop & other assets which is provided to them.
* In case there is some damage to laptop or any assets occurs, the cost incurred for repairing/replacement the same will be recovered from the salaries of the employees.
* In case there is some technical issue with the laptop employees are required to follow the same procedure which we followed in the office or else if required employee needs to submit the laptop to office by his own.
* Employees are required to shut down their laptops in a proper manner once their work is completed
* Employees are required to give access to IT person as & when required so that health of the machines can be assessed.
* Employees are required to use the laptop for official purpose only.
* Data integrity is of utmost importance if there is data breach occurs from employees, company has every right to terminate the employees without prior notice.

**General Guidelines related to work:**

* Employees are expected to complete all the tasks assigned to them within defined /given timeline.
* Employees must be present on video calls as & when required.
* Attendance of employees will be cross checked with the attendance submitted by HOD/BA/TL and number of tasks been assigned and completed by them for the particular days.(When they are working from home)
* Employees are required to be honest while capturing the time required for completing a particular task which assigned to them
* HOD/BA Should Check if the assigned task can be done while working from home or not.
* If required or any unavoidable circumstances, HOD/Management reserved every rights to call back employee to office or cancel work from home with immediate effect for that particular day.
* Salaries of employees who are working from home will not be impacted, this step is being taken by keeping trust on employees that this policy will not be misused.
* Employees are requested to make sure the productivity of the organization will not get impacted due to work from home.
* If any grievance occurs with respect to working hours, then your attendance will be marked accordingly.

**Note: Management reserved every rights to overwrite this policy any time.**

***With effect from:***

The policy will be effect from 07thAug 2023. Management has all the rights to make changes as and when they deem fit and the same will be communicated to the employees.