WORK FROM HOME POLICY



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**2. OVERVIEW**

2.1 PURPOSE/OBJECTIVE



1. To regularize attendance while an employee is working from home
2. Work from Home(WFH) arrangement is to make sure that working from home is beneficial to our employees and COMPANY XYZ
3. To ensure through appropriate monitoring, that “occasional” work from home does not inadvertently become a regular feature of the employees’ working arrangements

2.2 SCOPE



This policy is applicable for all employees of COMPANY XYZ India

**3. POLICY**

3.1 RULE AND APPLICABILITY



1. At COMPANY XYZ, we do recognize that occasionally our employees may need to work from home
2. Reasons for WFH that could demand telecommuting include but are not limited to:
   1. Parenting
   2. Bad weather
   3. Emergencies
   4. Medical reasons
   5. Work-life balance
   6. Overlong commute
   7. Other reasons for working from home depend on employees and managers’ judgement.
3. However, it is not possible to allow all employees at all level(s) of COMPANY XYZ to work from home The reasons for that are: -
4. The requirement of jobs may not be suitable for such arrangement
5. People are more productive, collaborative and innovative when they work in team(s) in the office environment
6. Employees may get hit with bad internet connection, slower VPN connection that makes application slow down
7. It’s hard for manager to see and resolve problems of employees working from home
8. It takes lot more time to organize and monitor effective virtual teamwork
9. It requires a much greater effort to ensure that the communication has passed as expected since misunderstanding is more likely to occur
10. Speed and quality are often sacrificed when employee work from home
11. An employee is eligible for only two days WFH in a month.

3.2 PROCEDURE



1. Before proceeding on planned WFH, the employee must apply for WFH in advance through Paybook (if option available) or else in the Prescribed form duly approved by the Reporting Manager /HoD and the same needs to be submitted to HR
2. The employee should make this request to their Reporting Manager/HoD, **two days** before actual WFH
3. WFH will be updated automatically in case of Online application (if option available in Paybook) and Manually in case of hard copy/ soft copy applications
4. If the WFH arrangement spans for more than a week then Reporting Manager and team members should meet to discuss project details and set specific goals, schedules and timelines against the task(s) to be performed during WFH
5. Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficulty in commute) or the reasons listed above, they should file their WFH request as soon as possible, so managers can consider and approve it
6. Serious consideration will be given to all WFH requests
7. COMPANY XYZ reserves right to withdraw their employee’s approval for WFH if they believe its use is being abused or for any other reasonable needs of COMPANY XYZ, to carry out its business

3.3 WORKING ARRANGEMENT



1. **Workload, Reporting and Monitoring:**
2. All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee’s Reporting Manager in line with normal procedures
3. For planned WFH, the precise project or task must be agreed beforehand
4. **Equipment:**
5. Employees who are required to work from home would not be provided with any equipment unless already assigned to them
6. If any equipment {exception case(s) based on Business need} is provided by COMPANY XYZ for the purpose of working at home, will be inspected and maintained by the COMPANY XYZ
7. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions, and the IT policy
8. Employee must ensure that any such equipment additionally provided is returned at the end of the arrangement in good condition
9. Any equipment must NOT be left unattended in any vehicle at any time
10. If it is found that the equipment assigned to employee for working from home is in bad condition or is not in working condition then the cost of equipment should be procured from employee responsible.
11. **Confidentiality and Access:**
12. Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors.
13. **Compliance:**
14. Failure to comply with any aspect of this policy or related policies such as IT policy during WFH may lead to a disciplinary action

**7. WFH APPLICATION FORM**

**WORK FROM HOME APPLICATION**

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be Working from Home from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm

on (Day & Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR** from(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Work from Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Approved By(Signature)

Date: Name of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_