

Subject: Policy for work from home.

Keywords: Work from home, WFH.

In order to accommodate employees who have medical/ personal issues Work from Home (WFH) is being permitted in select cases. The SOP for WFH is:

1. Pay: Employees working from home will receive 50% of their regular salary during this period.
2. Availability: Employee must be available by phone and Zoom from 10am to 6pm, Monday to Saturday.
3. Medical issues: To avail WFH due to medical reasons employee must provide proof of medical tests and doctor prescriptions.
4. Work expectations: Even if an employee is on WFH, they have to meet project deadlines and keep their managers/hierarchy updated on the progress of work given to them.
5. Daily check-ins: Employees need to check daily with their team members about the daily tasks and ensure that everyone are on the same page.
6. IT support: Office IT team shall be available to help on any technical issues. Employees may contact for help and resolve issues anytime during office hours.
7. Application for WFH: Employees may use leave application form for approval of WFH in advance. WFH can be taken only after approval.

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