# Work from Home/ Outdoor Policy

## A. Objective &Purpose

- The work from home / outdoor policy has been designed to make sure that working from home option is available to all employees.

## B . Applicability

- Employees are allowed to work from home / outdoor only if the same is approved and accepted by the reporting manager.
- Work-from-home will not be permitted in case of personal sickness or when caring for an unwell family member. In such cases, employees are advised to take leave to focus on recovery and family responsibilities

## C . Working hours

- Staff need to stay logged in from 9:30 am to 6:30 pm and be available on call / whatsapp / google meet / chat / laptop & desktop during working hours.

## D . Procedure to be followed by employees (reportee)

- Employees are required to raise work from home / outdoor request on email at least two working days in advance along with the **"Task List"** mentioning the deliverables for the day / days and get it approved from the reporting manager on email prior to proceeding for work from home / outdoor.
- Post approval employee will apply for work from home / outdoor request on Keka.
- On the days when staff is working from home/ outdoor, they are required to send a daily completion status of the **"Task List"** by end of working hours or as agreed with the reporting manager by email.
- Reportee to ensure that task completion status is confirmed by the reporting manager for each of the days they are working from home.

## E. Procedure to be followed by reporting manager (manager)

- Once you receive a work from home / outdoor email request and **"Task list"** you are requested to review the same and suggest changes if required else approve the email post which the staff can proceed for work from home / outdoor after apply for the same on Keka (**Work from home / outdoor request should be received at least two working days in advance along with the task list**).
- Subsequently you are required to login in to Keka and approve the work from home / outdoor leave request from your reportee.
- Once you receive the **"Task List"** completion status from your reportee you are requested to review the same and share any feedback if required else approve the same confirming completion.
- Reporting manager to ensure that task completion status is confirmed to the reportee for each of the days they are working from home.

## F . Attendance

- Employees during work from home days will individually mark attendance through Keka and capture the in & out time which will be approved by the reporting manager.

## G . Exclusions

- No work from home request should be approved by the reporting manager unless it is applied at least two working days in advance.

## H. Escalations

- Escalations if any can be emailed to the "Head - People" with a copy to the CEO.

Sample Task List:

| Team | Category | Sample WFH Tasks | Responsible Person | Deadline / Frequency | Status |
|---|---|---|---|---|---|
| HR | Recruitment & Onboarding | Screen resumes, schedule virtual interviews, prepare/send offer letters, conduct virtual onboarding | [Name] | As per hiring schedule | Pending/In Progress/Done |
| HR | Attendance & Payroll | Review/approve attendance & leave requests, coordinate payroll, maintain attendance records digitally | [Name] | Weekly/Monthly | Pending/In Progress/Done |
| HR | Employee Engagement & Communication | Draft internal newsletters, plan virtual engagement activities, respond to HR queries | [Name] | Bi-weekly/Monthly | Pending/In Progress/Done |
| HR | Policy & Compliance | Update HR policies for WFH, ensure compliance with labor laws, track completion of e-learning modules | [Name] | Quarterly | Pending/In Progress/Done |
| HR | Performance & Development | Monitor performance review timelines, schedule training programs/webinars, collect feedback | [Name] | As per review cycle | Pending/In Progress/Done |
| HR | Ad-hoc Tasks | Support HR reporting, coordinate virtual meetings, maintain digital HR files | [Name] | As needed | Pending/In Progress/Done |