Work from Home Policy

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Version Control

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1.0				

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1. Purpose

CI Global Technologies Private Limited recognizes the importance of adaptability and flexibility in modern work environments. With this understanding, the company aims to establish a comprehensive policy for employees to be entitled to Work from Home (WFH) privileges wherever appropriate, ensuring operational continuity, maintaining productivity standards, and prioritizing the safety and well-being of its workforce.

2. Scope

This policy covers all the employees on the role of CI Global Technologies Private Limited, whose roles and responsibilities allow for remote work without significantly impacting the overall productivity of the company

3. Definition

"Employee" means all those who are directly appointed by CI Global Technologies Private Limited, including trainees and employees on a probation period. It will also include those employed on a contract basis or through any service providers.

"Company" refers to the entity CI Global Technologies Private Limited.

"Work From Home" (WFH) refers to a flexible work arrangement where the employee performs their job duties remotely, typically from their residence or another location outside of the traditional office setting. During WFH, employees use communication and collaboration tools to stay connected with their team members and complete their tasks effectively.

"WFH on Employee Request" pertains to remote work arrangements that are initiated by the employees themselves, typically through a formal request process to their reporting manager and the HR department. This could be for various reasons such as personal circumstances, health concerns, or a preference for remote work.

"Reporting Manager" is the person or position an employee directly reports to and is accountable to for their work.

4. Guidelines

4.1 Employees shall be entitled to work from home for up to two (2) working days in a month as mutually agreed upon with the reporting manager, however, no trainees or probationers are eligible for availing WFH

4.2 Eligibility for WFH may vary depending on circumstances, job functions, departmental needs, and individual performance evaluations considering it does not affect the employment terms

4.3 The company's code of conduct and all the other respective policies and practices apply to the employee irrespective of their work location or schedule

4.4 The employee is expected to be present in the office for the remaining weekdays unless otherwise approved by the management

4.5 WFH employees shall establish an appropriate work environment, ensuring access to necessary equipment, tools, and resources to perform job duties effectively from home

4.6 WFH employees are expected to maintain the same level of performance and productivity as they would in the office

4.7 Employees are expected to adhere to a proper dress code during video conferences and virtual meetings, maintaining a professional appearance consistent with company standards and expectations

4.8 Employees shall ensure that company-owned equipment and information are safeguarded from unauthorized access or disclosure

5. WFH on Employee's request

5.1 Employees interested in extended WFH are required to submit a formal request to their reporting manager and the HR department, specifying the reasons for the extension, the proposed duration, and any supporting documents if any. Employees are required to send this information via email and also apply through the employee portal (greytHR)

5.2 Requests will be reviewed by the reporting manager and the HR department, considering business continuity, team collaboration, and individual circumstances

5.3 Approval for extended WFH will be granted based on operational requirements and the nature of the employee's role

5.4 In cases where work-from-home (WFH) is initiated by the employee or granted by management, such as during unforeseen circumstances like rainy days, the company will not reimburse any expenses related to the home office setup

5.5 The performance of the employee will be monitored and evaluated regularly, and any issues regarding productivity or job performance will be addressed promptly

5.6 A pregnant female employee is entitled to work from home for up to two days per month until she avails her maternity leave

5.7 After delivery, a female employee can avail up to three days of work from home per month for a period of three months

6. Exception Clause

6.1 Any deviation from this policy will be made at the discretion of the management