

Insert company Logo



| Policy Name: | **Work From Home Policy** | |
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| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Work From Home** is a work arrangement in which employees/ members do not commute or travel to a central place of work, such as an office building, factory, warehouse or store.
2. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”*** group.
3. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
4. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

* To ensure that working from home is beneficial to the member and the company.
* To maintain a healthy work-life balance and improve members productivity.

# **APPLICABILITY**

All the members who prefer working from home in times of need.

# **RESPOSIBILITY & ACCOUNTABILITY**

Supervisor/ Reporting Manager and HOD

# **POLICY**

The work from home policy outlines the guidelines to all the members who prefer working from home in times of need. However, a member’s work from home request will be considered on a case by case basis. Approval of work from home request is based on **job duties,**[**prior performance**](https://www.keka.com/performance-evaluation-during-the-pandemic/)**, and productivity.**

Work from home arrangements can be **occasional, temporary or permanent**, the decision of which is taken at the time of the interview. If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

* The supervisor is responsible for ensuring that the terms and conditions under the work from home policy have been satisfied prior to approving the request.
* It is the responsibility of the member to adhere to all the company’s policies and procedures even when working from an alternative location.
* Additionally, members must maintain accurate and up to date records of hours worked at home within a normal span of hours.
* The member is expected to be contactable and available for communication with the HR/reporting manager and team members during the periods in which home-based work is carried out.

1. **When Are Members Allowed To Work From Home**

* Depending on the job duties assigned, members are allowed to work from home.
* Members who need to be in direct physical contact with clients and customers are not eligible to telecommute under this policy.
* Similarly, maintenance and support staff are exempt from this policy.
* But members working from their work stations with the help of computers can occasionally avail the benefit of this policy. However, the members must get his/her work from home request approved by his/her reporting manager.
* Before approving a request, managers must consider the fact that all members are different. Some members may not be productive in work from home setup. Therefore, managers must ensure that the productivity of the members does not waiver in work from home arrangement. If need be, they can set clear targets to be achieved by the members for the duration of work from home.

1. **Employees/ Members can work from home,**

* Full-time.
* On certain days of the weeks/months, dividing their schedule between being present at the office and working from a remote location.
* Every day, dividing the schedule between being present at the office and working from a remote location.

1. **Employees/ Members can request for work from home for reasons that include but not limited to:**

* Parenting
* Bad weather
* Emergencies
* Medical reasons
* Work-life balance
* Long commute

1. **Work From Home Approval Procedure**

When a member plans to work from home, he/she must email his/ her request or raise it at the appropriate Human Resource Information System ***(HRIS)*** at least ***“number of days”*** in advance. It is up to the manager to approve the same after considering all the aspects.

There could be chances that the reporting manager and the member are in different time zones. When a member needs to work from home for unforeseen reasons, he/ she may not be able to get their requests approved in time. In this case, the member may work from home and notify the HR department. He/ She must check in with the managers as soon as their manager clocks in.

# **RESTRICTIVE CLAUSE**

* Any exceptions to the above would be at the sole discretion of the Management.
* Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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