# REMOTE WORKING POLICY

## 1. Purpose

To define guidelines for employees working remotely, ensuring productivity, data security, and work-life balance while maintaining compliance with company policies and legal requirements.

## 2. Scope

- Applies to all eligible employees (permanent, probationary, contractual, part-time, interns) approved for remote or hybrid work.
- Covers domestic and international remote working arrangements.

## 3. Objectives

- Enable flexible working while maintaining efficiency.
- Protect company data and systems.
- Promote fairness, accountability, and employee well-being.

## 4. Eligibility

- Employees may work remotely based on:
  - Role suitability.
  - Manager & HR approval.
  - IT infrastructure availability.
- Not applicable for jobs for plant operations, security staff.

## 5. Remote Work Expectations

1. **Working Hours & Availability**
   - Employees must adhere to their agreed working hours.
   - Be available via official communication channels (email, MS Teams, phone).

2. **Performance & Accountability**
   - Deliverables and KPIs remain the same as in-office roles.
   - Regular check-ins with manager/team are mandatory.

3. **Workspace Requirements**

   o Employees must maintain a safe, quiet, and secure workspace.

   o Company may request workstation verification for compliance.

## 6. IT & Data Security

- Use only company-approved devices and VPN for accessing systems.

- Confidential data must not be stored on personal devices.

- Employees must not use unsecured Wi-Fi networks.

- Report any **data breach, phishing, or cyber incident** immediately to IT Security.

## 7. Health & Safety

- Employees are responsible for ergonomically safe working conditions at home.

- Company may provide support (chairs, monitors, internet allowance) if required.

## 8. Communication Protocols

- Daily/weekly team meetings via video conferencing.

- Employees must update managers on task progress via reporting tools.

- Absence from work requires prior approval as per leave policy.

## 9. Expense Management

- Company may reimburse reasonable expenses (internet, electricity, equipment) as per approval.

- Unauthorized expenses will not be reimbursed.

## 10. Confidentiality & Compliance

- All **company policies (Code of Conduct, Privacy, HR policies)** apply equally to remote workers.

- Any violation of compliance standards will attract **disciplinary measures**.

## 11. Disciplinary Measures

- **Verbal/Written Warning** – For first-time non-compliance.

- **Revocation of Remote Work Privilege** – For repeated issues.

- **Termination** – For gross misconduct (data theft, policy breach, misuse of time).

## 12. Review & Updates

- HR & Compliance will review this policy annually or upon changes in labor laws, IT security standards, or business requirements.

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