

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

- Employees must maintain a safe, quiet, and secure workspace.
- 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 labour laws, IT security standards or business requirements.

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