# 

<Company Name>

Core HR Policy

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| Work from Home  (WFH) Policy |

**Policy Effective Date: <DD/MM/YY>**

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Revision History

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| Ver No. | Change Description | Prepared By | Reviewed By | Approved By | Date |
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## 

# Objective

This policy provides guidelines to employees and Managers where a situation arises that require some or all employees to work from home or a remote location, which is not a designated workplace of <Company Name>, due to any valid reason.

# Scope and Applicability

This policy applies to all Company employees.

**This policy is owned by <Name of the Person> and reachable @ <Contact Number> and <email address>**

# Definition/Glossary

|  |  |
| --- | --- |
| Term / Abbreviation | Definition / Expansion |
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|  |  |
|  |  |

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# Policy/Process

## 4.1. Definition

Working from home or remote location is caused by a pandemic, BCP, DR or any other unique situation that does not permit employees to come to the workplace unhindered. There are situations where employees may work at some locations of the Company that do not have an office setup.

This requires employees to work independently using laptops or home desktops with local connectivity and mobiles / phones to be able to be in touch with their respective Managers, teams or colleagues or clients.

Work from Home can be carried out on a permanent, regular or ad hoc basis. The decision to allow for work from home is taken by Business heads, HR or BCP coordinators.

### 4.1.1 Permanent home working

Staff who work from home permanently may be required to come into the nearest office occasionally, as required. They are provided with the necessary equipment and technology that enables them to perform their duties at home. The conditions for allowing the employee to work from home on a permanent basis will be reviewed by the Manager & HR on a regular basis and take appropriate decisions.

### 4.1.2 Regular homeworking

Regular home workers will work from home on a regular basis but not permanently, for example one or two days a week, as agreed with their manager & HR. When at home, regular home workers will access Company’s systems remotely from their IT equipment. The conditions for allowing the employee to work from home on a regular basis will be reviewed by the Manager & HR on a regular basis and take appropriate decisions.

### 4.1.3 Ad-hoc Home-Working

Ad hoc home working is where an employee works from home on an occasional basis when it is appropriate or beneficial to do so. This requires permission from Manager.

All such employees have to obtain proper authentication / access approvals from their IT support teams to ensure they are able to access the office systems and portals without any hitch. Employees have to upgrade their personal IT / wireless equipment, if necessary, to be able to perform official duties uninterrupted.

## 4.2 Security while working from home

* Invest in cybersecurity awareness training
* Monitor your third-party vendors and service providers
* Implement adequate email security practices
* Use access control
* Invest in cyber hygiene
* Invest in organization-wide password management tools
* Encrypt all company devices

## 4.3 Home working - procedure and expectations

### 4.3.1 Expectations

Employees working from home on a permanent or regular basis should be able to demonstrate they can:

* + - Work independently and on their own initiative
    - Work in accordance with the core objectives of the function
    - Complete projects within set deadlines
    - Manage workload effectively
    - Cope well under any new pressure posed by working at home
    - Comply with the Information Security & Attendance Policy
    - Agree arrangements with their line manager so that the line manager is informed of their whereabouts and can monitor performance
    - Visit the office to attend team meetings or training sessions, as agreed with the manager

Managers of employees who work from home on a permanent basis are responsible for:

* + - Considering work outputs e.g. how it will be monitored, produced and delivered
    - Setting clear work objectives with measurable outputs which must be established .
    - Agreeing how they will communicate effectively with the employee and maintain good communication with the home worker at all time, these arrangements should be agreed and regularly reviewed in light of operational experience
    - Informing the employee of meetings; training sessions and other events they would expect them to attend and will also ensure that the employee is kept up- to-date with information relevant to their work

### 4.3.2 Suitability of home working

* Home working will be an option for many employees of the Company but due to the nature of home working, it will not be suited to all posts or all people. The decision about whether an employee or group of employees should be allowed to work at home will rest with the Managers. It is not an employee’s right to work from home.
* For home working to take place on a permanent or regular basis it must be established that the work to be done at home can be completed without regular / frequent face-to-face contact or direct supervision.
* Home working is not an alternative to the provision of paid care and will not be considered where an employee is looking to reduce the cost of care by carrying out caring functions alongside home working.

## 4.4 Other issues to be considered

**Work Patterns -** Working hours and patterns, contact times and availability should be agreed in advance. Other conditions of employment, as set out in the contract, apply. If any employee has any concerns with their working arrangements, they must bring the matter to the attention of their manager immediately.

**Pay & Benefits-** Pay and benefits will not be affected due to this arrangement under this policy.

# Special Circumstance and Exception

Any Deviation to this policy has to be approved by HR. Any changes to the policy has to be approved by Legal and Compliance.

# Non-compliance and Consequence

Non compliance of this policy like misuse of office equipment for personal work or negligent damage or attending to personal work during office hours without the explicit permission of Manager or HR and any such acts that construe to be a violation of this policy, will be viewed seriously by HR and appropriate action taken including rules from other such policies.

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