



LOGO

< Organization name >

Effective Date of Policy- DD/MM/YY

Work from Home Policy

No part of this document may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose without written permission of the CEO of <Name of the organization>.

Subjected to legal action in case of reproducing the document.



1.0 What is a work from home policy?

A work-from-home policy constitutes a set of guidelines outlining the conditions under which employees are allowed to work remotely, either full-time or part-time. This type of policy is typically implemented by organizations that allows employees to work at least some of the time remotely.

A work-from-home policy may include guidelines on issues such as:

- Eligibility: Which employees are eligible to work from home, and under what circumstances
- Request process: How employees can request to work from home, and the approval process for such requests
- Communication: How employees should communicate with their team and supervisor while working from home
- Equipment and technology: What equipment and technology will employees need to work from home, and who will be responsible for providing it
- Productivity and performance: How employees will be expected to maintain productivity and performance while working from home
- Health and safety: How employees can ensure their home workspace is safe and ergonomically sound



- Data security: How employees should handle sensitive company data while working from home

Overall, a work-from-home policy is intended to ensure that employees are able to work remotely in a way that is productive and efficient while also maintaining the integrity of the organization's operations and data.

2.0 Work from home policy in India

In India, an employee may request to work from home under certain circumstances. Some of these circumstances are:

2.1 Illness

If the employee is feeling unwell or has just recovered from illness he can take work from home otherwise he can also take the entire day off.

2.2 Parenting Responsibilities

Young parents often have various responsibilities towards their children. If a child is sick or they have to attend some event as a parent they can ask for work from home or the entire day off.\



2.3 Unsafe Weather Conditions

When the weather is unsafe for employees to go to the workplace they can opt for work from home or the entire day off.

2.4 Appointments during the workday

If employees have some appointments with a dentist or doctor they can opt for work from home or an entire day off.

2.5 Personal Reasons

Employees can opt for work from home(approved by supervisor) if they have some personal work or some event to attend.

3.0 Eligibility

- Employees who have been tenured with the company for at least six months and have a satisfactory performance record are eligible to request to work from home.
- Requests to work from home will be considered on a case-by-case basis, considering multiple factors such as the nature of the job and the needs of the business.
- Employees who work from home must have a designated workspace that is separate from any common areas and free from distractions. The workspace should be well-lit, adequately ventilated, and free from hazards.



- Employees who work from home must have reliable internet access and a computer or laptop that meets the company's hardware and software requirements.

Request process:

- Employees who wish to work from home must submit a written request to their supervisor outlining the specific days and hours they propose to work from home.
- The request should be updated weeks in advance of the proposed start date.
- The supervisor will review the request and determine whether it can be accommodated, considering the needs.

To know more about the policy, please visit

www.zimyo.com