

Work from Home (WFH) Policy
Date of Issue : March 23, 2020
Released By: Head HR
Version : 2/2021
Date of Amendment : June 21, 2021



## **Work from Home (WFH) Policy**

### **1) Objective**

- This policy lays down the guidelines to be followed by Employees during Work from Home (WFH).

### **2) Scope**

- This policy is applicable to all Office based employees across Apar locations wherein the company has declared 'Work from Home' (WFH).
- The 'Work from Home' (WFH) policy is not applicable to the employees based in the Manufacturing Plants across locations unless otherwise, intimated by HR & HOD to a few individuals on a case to case basis on account of unavoidable circumstances for e.g. Home Quarantine for Covid-19 infection, etc.

### **3) Attendance & Availability**

- All Employees Working from Home are expected to work for the full day, similar to Work from Office (WFO). Employee must be available to work/take calls on MS Teams/ Mobile etc. during the official work hours.
- Employees must be available on MS Teams, phone, email, message (SMS/WhatsApp), etc. during Work from Home (WFH).

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## **5) IT Systems and Technology**

- Employees must ensure that they have proper IT systems and technology/software to perform their job when working from Home.
- High Speed Broadband Internet Connection is mandatory at the location of Work from Home. Use of hotspot/dongle should be avoided.
- Data Security measures must be diligently followed.
- Utmost care of physical hardware such as Laptops & related equipments must be taken during Work from Home.
- In case of technical issues being faced, the employee must immediately get in touch with the IT Department.

## **6) Work Environment**

- Employees must ensure that there are no background noises or any other disturbance during Calls, Video Calls on MS Teams, etc. during work hours.

## **7) HOD / Reporting Manager Responsibilities**

- It is the Responsibility of the HOD/Reporting manager to ensure optimum work performance from their team members during WFH. Productivity must not be hampered during the WFH facility.
- HOD/Reporting manager must conduct periodic performance review with their team members.

**Process Owner: HR**



**Kushal N Desai**

**Chairman & Managing Director**

