

Work from Home (WFH) Policy
Date of Issue : March 23, 2020
Released By: Head HR
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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).

- Communication should be maintained proactively with the reporting manager(s), co-workers, customers and other stakeholders to ensure smooth flow of work.
- Working from Home (WFH) is not an opportunity to perform household duties, care for children, other dependents, or attending other personal work etc. during office hours. This facility is solely extended to employees in consideration of their Health & Safety due to ongoing Pandemic.
- Employees going out for a short duration during official office hours for urgent/unavoidable household work/medical purposes, need to inform & seek approval from their HOD/Reporting Managers in advance just like when in Office. This communication must be in writing i.e. through Email/SMS/WhatsApp. Verbal communication in this case shall not be sufficient. In case personal work outside home is for the full/half day, Leave must be applied for on HRMS.
- Employees availing themselves of Leave during Work from Home (WFH), must apply for it on HRMS.
- Official calls need to be picked up in 5 rings or less.
- In case official calls are missed due to a meeting or another ongoing call, it is the duty of the employee to call back ASAP on the same day. Response to all emails should be within 24 hours preferably but certainly not later than 48 hours.

4) Location of Work From Home

- Work from Home is permitted from the residence of the employee at his/her base location (official work/office location) i.e. the employee should be in the same city so that he/she is available to attend Work from Office (WFO) at a short notice, whenever required.

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**