

Work From Home Policy

Category: Work From Home

Effective Date: 22 September 2026

Version: 1.0

Change Note: Initial policy publication

1. Purpose

This policy establishes guidelines for employees who are approved to work from home. It aims to maintain productivity, accountability, communication, and information security while working remotely.

2. Eligibility

- Work from home may be available to employees whose job responsibilities can be effectively performed remotely.
- Remote work must be approved by the employee's Team Lead or Manager.
- Approval may depend on business requirements, employee responsibilities, and performance.

3. Working Hours

- Employees must follow their assigned working schedule while working from home.
- Employees are expected to remain available during normal working hours through approved communication channels.
- Any changes to working hours must be communicated to the relevant Team Lead or Manager in advance.

4. Attendance

Employees working from home must record their attendance using the company's approved attendance system. Employees must complete their required working hours unless an approved leave or schedule adjustment applies.

5. Communication

- Remain reachable through company-approved communication tools.
- Attend scheduled meetings and discussions.
- Respond to work-related messages within a reasonable timeframe.
- Inform their Team Lead about any significant availability issues.

6. Work Environment

Employees should maintain a suitable and professional workspace that allows them to perform their responsibilities effectively. Employees are responsible for ensuring reliable internet connectivity and access to required work resources where applicable.

7. Data Security

- Company information must not be shared with unauthorized individuals.
- Company devices and accounts must be protected from unauthorized access.
- Confidential documents should be stored and handled using approved company systems.
- Employees should avoid accessing sensitive company information on unsecured public networks.

Important: Employees remain responsible for protecting company information while working from home.

8. Performance and Accountability

Working from home does not change an employee's responsibilities or performance expectations. Managers may monitor work progress through normal project-management, attendance, and reporting processes.

9. Equipment

Where company equipment is provided, employees are responsible for taking reasonable care of the equipment and reporting any loss, damage, or technical issue promptly.

10. Policy Compliance

Failure to follow this policy may result in the review or withdrawal of work-from-home privileges and may be handled according to applicable company procedures.

11. Policy Review

The company may review and update this policy periodically based on operational requirements and organizational needs.