

EMPLOYEE REMOTE WORK & WORK FROM HOME POLICY	Version 1.3
V2SOFT_ EMPLOYEE REMOTE WORK & WORK FROM HOME	Date: 31- July-2025

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REVISION HISTORY

VERSION #	RELEASE DATE	AUTHOR	DETAILS OF CHANGES	REVIEWED BY	APPROVED BY
1.0	11-Jan-2021	Aravind Santhanam	Initial Document	Nidhi Laskar	Raman Arumugam
1.1	08-Sep-2021	Aravind Santhanam	Eligibility, Termination of Remote Work Agreement	Ramprasad	Raman Arumugam
1.1	28-Dec-2021	Arvind Santhanam	No Changes, Reviewed	Nidhi Laskar	Raman Arumugam
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1.2	11- Jul - 2024	Nidhi Laskar	Introduction of 1-day WFH / Week for Delivery team and eligibility changes made for Support Functions	Nidhi Laskar	Nidhi Laskar
1.3	31- July-2025	Nidhi Laskar	Policy renamed to cover Work from home, Work from home guidelines updated . Liability & Reimbursement excluded	Nidhi Laskar	Sunil Behera

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Employee Remote Work and Work from Home Policy

Introduction

V2Soft India recognizes the importance of work-life balance and flexibility in the modern workplace. This policy outlines the guidelines and expectations for remote work and work from home arrangements, ensuring that employees can work effectively and efficiently while maintaining the company's productivity and security standards.

Scope

This policy applies to all employees of V2Soft India, including full-time, part-time, and contract employees.

Purpose

The purpose of this policy is to provide a framework for remote work and work from home arrangements, ensuring that employees can work effectively and efficiently while maintaining the company's productivity and security standards.

Definitions

- **Remote work:** Work performed from a location outside of the company's office, including work from home or other remote locations.
- **Work from home:** Work performed from an employee's home or other designated remote location.

Eligibility

Remote work and work from home arrangements are available to certain employees based on their job requirements and role. The following categories of employees are eligible for remote work and work from home:

- Employees who are hired on a remote work basis or hybrid basis, as specified in their offer letter or employment agreement.
- Development team members, who are provisioned with one day a week of work from home as part of their standard work arrangement.
- Other employees who require prior approval from their reporting manager to work from home. Employees who do not have a default work from home arrangement must obtain approval from their reporting manager and copy the HR department on the approval email.

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Approval Process

To work from home, employees must obtain prior approval from their reporting manager. The approval process involves the following steps:

1. Employees must submit a request to work from home to their reporting manager, including the date(s) and reason for the request. Copying HR
2. The reporting manager reviews the request and ensures that the employee's work can be performed effectively in a remote setting.
3. If approved, the reporting manager must copy the HR department on the approval email.

Guidelines for Remote Work and Work from Home

1. **Work Schedule:** Employees working remotely must adhere to their regular work schedule and be available during core hours.
2. **Communication:** Employees must be available on phone, email, and company-approved communication channels during work hours.
3. **Productivity:** Employees are expected to maintain their productivity and meet their job responsibilities while working remotely.
4. **Security:** Employees must ensure the security and confidentiality of company data and materials while working remotely.
5. **Equipment:** Employees are responsible for maintaining their own equipment and software while working remotely.

Responsibilities

1. **Employee Responsibilities:**
 - Maintain a stable and secure work environment.
 - Adhere to company policies and procedures.
 - Meet job responsibilities and productivity expectations.
2. **Reporting Manager Responsibilities:**
 - Approve or deny work from home requests.
 - Monitor employee productivity and performance.

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- Provide feedback and support to employees.

3. HR Department Responsibilities:

- Provide guidance and support on policy implementation.
- Monitor compliance with policy guidelines.

Performance Management

Employee performance will be closely monitored and evaluated while working remotely. Employees are expected to meet their job responsibilities and productivity expectations. Failure to meet expectations may result in disciplinary action.

Confidentiality and Data Security

Employees working remotely must ensure the confidentiality and security of company data and materials. This includes:

1. Using company-approved encryption and security software.
2. Keeping company data and materials confidential.
3. Reporting any security incidents or breaches to the HR department.

Other Issues

1. **Conflict Resolution:** In the event of a conflict or dispute related to remote work arrangements, employees should escalate the issue to their reporting manager or HR department.
2. **Training and Support:** The company will provide training and support to employees on remote work best practices and policy guidelines.
3. **Policy Review and Update:** This policy will be reviewed and updated annually or as needed to ensure it remains effective and relevant.

Termination of Remote Work Agreement

The company or employee may terminate the remote work agreement at any time, with or without cause, by providing written notice to the other party.

Acknowledgement

By participating in remote work or work from home arrangements, employees acknowledge that they have read, understood, and will comply with this policy.

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Effective Date

This policy is effective as of **1st August 2025** and supersedes all prior policies and agreements.

Amendments

This policy may be amended or updated at any time by the company, with or without notice.