**

**Work-From-Home Policy**

This work-from-home policy aims to establish the guidelines for remote work to ensure that operations remain consistent and effective while also providing flexibility to our employees.

## 1. Scope and applicability

This policy applies to all employees who have been approved to work from home by their respective managers and the Human Resources department.

## 2. Eligibility and procedure

Employees who wish to work from home must submit a request via the designated form.

Eligibility will be determined based on the nature of the employee’s position, performance history, and the operational needs of the department.

## 3. Work schedule

Employees approved for remote work are expected to maintain their regular work hours and availability as agreed upon with their manager. All changes to this schedule must be approved in advance.

## 4. Communication

Regular communication is essential. Employees must remain reachable via phone, email, or other agreed-upon communication platforms during work hours. Teams are encouraged to hold routine check-ins.

## 5. Productivity and monitoring

Employees are expected to maintain or improve their levels of performance while working from home.

Managers will establish reasonable performance metrics and may periodically review work output to ensure productivity standards are met.

## 6. Technology and equipment

On a case-by-case basis, the company will determine whether to provide the necessary equipment for setting up a home office.

It is the employee’s responsibility to ensure a secure and effective work environment.

## 7. Security

Remote work must comply with all the company’s security policies. This includes protecting company data by using secure networks and following all data privacy protocols.

## 8. Reimbursement and stipends

Preapproved work-related expenses may be reimbursed, and stipends may be provided according to the Work-from-Home Reimbursement Policy.

## 9. Hybrid work arrangements

For positions eligible for a hybrid work arrangement, employees will divide their work between their home and the company office as detailed in their individual hybrid work agreement.

## 10. Internet outage

In the event of an internet outage, employees are to notify their managers immediately and make alternate arrangements to complete their work, as per the Work-from-Home Internet Outage Policy.

## 11. Health and safety

Employees must establish a safe and ergonomic work environment and are encouraged to take regular breaks to stretch and rest their eyes.

## 12. Mental health and wellbeing

The company recognizes the importance of mental health, especially in remote work settings. Resources for mental wellbeing will be provided, and employees are encouraged to maintain a healthy work-life balance.

## 13. Policy review and modification

This policy is subject to review and may be modified to adapt to the changing needs of our workforce and organization.

## 14. Acknowledgment

Employees are required to acknowledge that they have read, understood, and agree to comply with the above policy provisions.