



Work from Home Policy
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WORK FROM HOME POLICY

OVERVIEW

In order to have uniformity in cases of working from home this policy is framed and adapted. Regularity in attendance and punctuality inculcate a mode of discipline in employee's work life.

SCOPE

This Work from Home policy is applicable to all Interns, Employees, Contractors and Sub contractors (here in after referred to as associates) of the Organisation. The Organisation believes in high standard of behaviour and expects its associates to maintain high standard of principles while working from home also.

POLICY

1. Work from Home is permissible only in extreme cases where office work is of urgent nature and time bound and where the associate is unable to attend to office for genuine reasons but can spare time to do office work at home.
2. Intention to work from home is to be intimated 5 days before the actual date by the associate to immediate superior and obtain permission to do so.
3. Actual final permission is to be accorded by immediate superior and authority 2 levels above the associate applying to work from home.
4. As a routine measure work from home shall not be permitted.
5. If the superior authority is of the opinion that work will not suffer and work from home is absolutely not necessary, the concerned associate will be asked to avail leave available to his/her credit instead allowing the associate to work from home.
6. The circumstances under which an associate has asked for permission to work from home are to be examined by the immediate superior thoroughly and then only recommended for approval by the competent authority.
7. Depending on the requirement the associate can be asked to avail half day leave and work from home the balance half day. This is to strike a balance between the associates requirement and office work.

VIOLATION REDRESSAL MECHANISM

1. Questions regarding the compliance to the stated policy should be directed to the Secretary.
2. Associates are encouraged to report violation or any issues that are related to the policy with the respective manager or with the Secretary.

3. There would be a disciplinary process for any associate/ associates who violate policy and procedures. Action taken would include, but not limited to:

- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment.

EFFECTIVE DATE

This policy is effective from 1st May 2014.