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Introduction

- '**Work From Home**' (WFH) on a rotational basis is a flexible work option provided to employees where they work outside a traditional office from home / PG to maintain the social distance norms and help in spreading of Covid-19.

- 33% employees are allowed, on rotational basis, to come to Office/Unit. This is done to avoid any favouritism and everybody gets a chance to work from home. However no one will be given permanent WFH.

- The purpose behind assigning WFH is to have limited number of employees in the office / unit.

Tips for WFH

6 TIPS FOR WORKING REMOTELY

Proper Technology

Secure Connections

Clear Expectations

Communications Programs

Trust

Testing Effectiveness

4

Guidelines

The need to create WFH guidelines is to ensure all the employees understand what is required from them when they work from home. The key elements of WFH protocol are:

1. This is applicable to all the employees, who have been allowed to WFH through official communication and is at the sole discretion of management and may be revoked at any time as per the need of the situation.

2. The employees to whom WFH has been allowed are identified by approving authorities as non-critical to attend office and can do their work from home.

3. Approval to WFH on an adhoc / temporary basis is at the discretion of the Unit / Department / Business Head and subsequent approval from CHRO.

Guidelines

4. The female employees who are on family way and employees above 65 years of age have been advised to WFH.

5. The employees falling under Containment zone have been asked to WFH.

6. If an employee fails to report physically even once to the office after the reopening of office / unit after lockdown and is on WFH then he will be considered for lockdown salary.

7. In case if an employee who was in close contact with someone who tested positive for Covid-19, but is asymptomatic, then he will be home quarantine for 14 days. During this time he will be allowed to WFH if possible, otherwise he has to apply for leaves or will be considered for lockdown salary .

6

Steps for Effective WFH

What You Need At Your Home Office

1. Information Technology Department to facilitate operation of laptop and other necessary requirements for smooth functioning during WFH. However where the laptop is already provided by the company, then the employee is allowed to use the same for WFH.

2. There will be no reimbursement either for personal laptop or for any internet connection charges.

3. Activate different modes of communication like; Jio Meet, skype, Microsoft teams, google teams, zoom, hangout, etc… for virtual meetings

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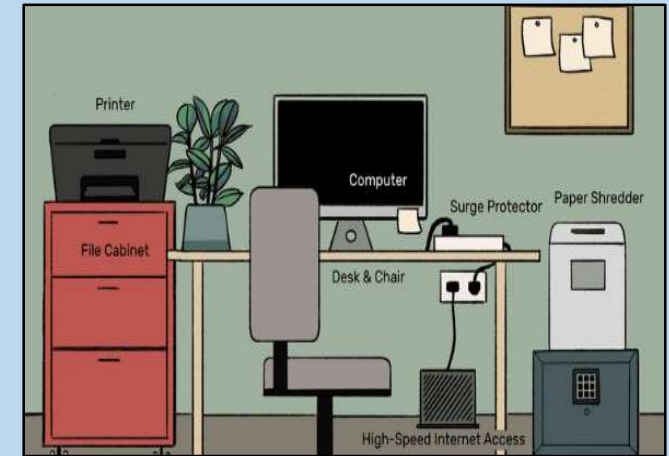
Work Rules

1. Build & promote a culture of Trust, Flexibility and Empathy

2. Functional managers to set realistic and clear expectations

3. Ensure all concerns are addressed timely.

4. Ensure end-to-end structural socialization and sensitization during difficult organizational communications

5. Employees to be available on phone, email and virtual meetings during the working hours or as required due to exigencies of the business.

Work Rules

6. Functional Manager of the employee to ensure that the work efficiency / output should be maintained.

7. Respective unit HRs, keeping the Reporting Manager in loop, need to mark attendance in the software, for the WFH employees .

8. Employees are expected to be serious about their assigned tasks while on WFH. It may be noted that this is not a holiday but a temporary suspension of work from office / unit as a measure to contain spread of Covid-19.

Work Rules

9. While assigned to WFH, in case an employee is unable to work due to any personal reason, he / she should inform his/her reporting manager and apply for leave accordingly.

10. While on WFH, if there is any free time available during working hours, it should be used to upgrade the skills using online learning resources

11. Employee should update the "Daily Work Management" to his/her Reporting Manager, on a daily basis at the end of the day.

12. For WFH, on the particular day, employee must take necessary approval at least 24 hours prior from their reporting manager

Data Security

1. While employee is on WFH, he / she has to strictly adhere to the policy guidelines of Data Security.

2. One must ensure to use a secure Wi-Fi network to connect to Company's official network. Usage of public hotspot or open Wi-Fi network should be avoided.

3. Antivirus software should be up- to-date with remote access policy configuration.

4. Remote Access Services: - Only a secured and trusted third party services should be chosen.
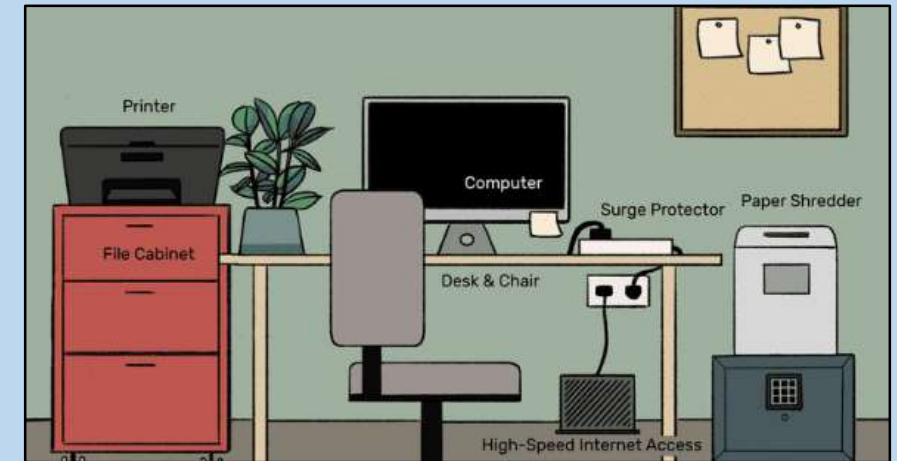
Data Security

5. It is strongly recommended that employees should access company data and applications through a browser-based webpage or virtual desktop.

6. Ensure that all applications and data are stored on the server and cannot be downloaded or saved on any personal device without permission of the concerned authorities.

7. For allowing remote access to company data and applications it is to be ensured that employee's device is fully protected and has the same protection level as that of an office workstation.

Data Security

8. Turn on personal firewalls, if applicable

9. Setup restrictions to keep unknown or unnecessary browser extensions from being installed. Stick with trusted and needed browser extensions only.

10. Avoid clicking on links in unsolicited emails and be wary of email attachments. See 'Using caution with email Attachments' and 'Avoiding Social Engineering and Phishing Scams' for more information.

11. While checking personal emails on work machine, be extra cautious and make sure you open attachments only from known and verified source.
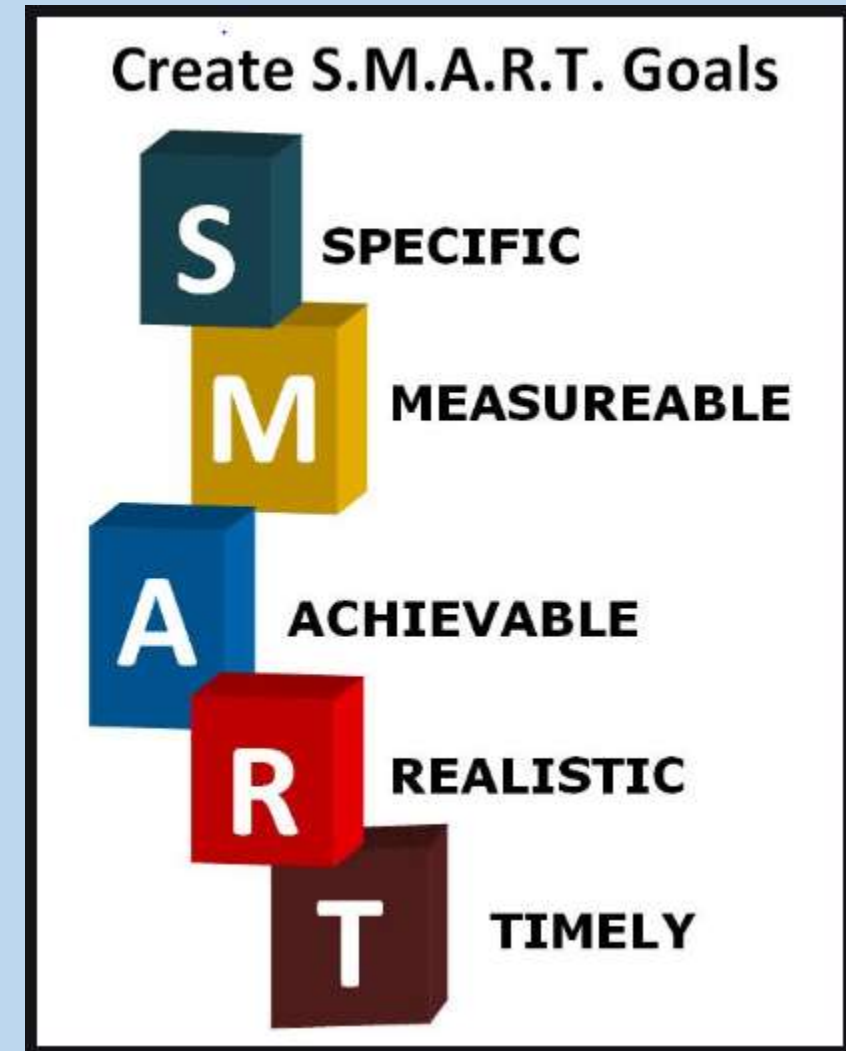
Data Security

12. Non-technical staff, while on WFH, should take care of the confidentiality of valuable transactions and important documents.

13. Create internal important data backup for example: Google drive, dropbox, etc..

14. It is strongly recommended to close unnecessary network ports with the help of IT department for data security

15. Portals / Virtual Desktops should be the first choice

Managing Work Life Balance

1. Your morning starts the night before.

2. Set a routine – continue rising early, set a start time and go to bed at a fixed time.

3. Dress for success.

4. Use early mornings on self-focus.

5. Set SMART goals for the day, week and month.

6. Set clear boundaries between work and personal time.

7. Connect with your loved ones.

8. Spend quality time with your loved ones.

Create S.M.A.R.T. Goals

S SPECIFIC

M MEASUREABLE

A ACHIEVABLE

R REALISTIC

T TIMELY

SANDHAR
Growth. Motivation. Better Life

Managing Work Life Balance

9. Eliminate unnecessary distractions

10. Create a designated work space

11. Schedule religiously

12. Know yourself

13. Be proactive in planning

14. Manage anxiety

15. Stretch your arms and legs once an hour

16. Rest your eyes (20/20/20 rule) Every 20 minutes look for 20 different things for 20 seconds

17. Don't eat meals at your desk if possible.

Engagements

1. Weekly team bonding virtual connect

2. Allocate intra-team working projects

3. Regular virtual meetings to discuss daily tasks, achievement and challenges

4. Actively listening to all team members

5. Fun games like songs, stories during virtual meetings

Do's and Don'ts for Family Members

1. All the family members should stay at home and be safe

2. Only one person should go out to bring essential material from outside wearing a cotton face mask.

3. Maintain social distance when outside.

4. After returning home, change clothes and remove the mask immediately and wash them in hot water.

5. Wash your hands and face before mingling with other family members.

6. Wash the packets and vegetables with hot water.

Do's and Don'ts for Family Members