



Company Policy Handbook

Work from Home Policy

The company may authorize work-from-home arrangements for employees whose daily one-way commute exceeds 35 kilometers and who have completed at least one year of continuous employment. In exceptional situations, such as personal emergencies, management reserves the right to grant work-from-home privileges at its discretion on a case-by-case basis.

1.1 Regular Work From Home Hours: Employees are required to observe their standard working hours of 8 hours and 45 minutes while working from home.

1.2 Availability: Employees must remain accessible via phone, email, or designated communication platforms throughout their scheduled work hours. They are expected to respond promptly to all work-related communications and participate in virtual meetings as needed.

1.3 Performance Standards: Employees must maintain the same performance standards and productivity levels as when working on-site. Regular performance reviews will be conducted to ensure ongoing compliance with these expectations.

1.4 Reporting: Employees are required to submit daily status reports detailing their progress, completed tasks, and any challenges encountered.

1.5 Company Assets & Maintenance: The company will provide employees with the necessary equipment for remote work, such as laptops, monitors, and other essential tools. Employees are responsible for the proper use, care, and maintenance of all company-issued assets. Any loss or damage must be reported immediately.

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