Policy ID:	V2SOFT_ EMPLOYEE REMOTE WORK POLICY
Name:	EMPLOYEE REMOTE WORK POLICY
Version #:	1.1
Author	Aravindan Santhanam

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

2022

VERSION 1.0

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EMPLOYEE REMOTE WORK POLICY

Scope

This policy is called as "Employee Remote Work Policy". This Policy applies to all employees of V2Soft India. This policy will be amended anytime in future and will be published to Employees.

Purpose

This document contains the terms and conditions for working remotely. It should act as a guide for both management and the employee.

Objective

Employees are responsible for ensuring that they understand and perform their roles at a high level and actively engage with their Supervisors to coordinate, follow up and deliver task within stipulated time on a day-to-day basis while working remotely.

Terms and Conditions:

1. ELIGIBILITY

Consideration for remote work requires a written recommendation from a direct supervisor. Qualification will be determined based on the individual's job duties and position. All employees may not qualify. Employees have an option to work remote only if their work activities can feasibly be completed remotely.

Employee must have a high-speed internet connectivity. Every Employee must have a good working environment while working remote without any distractions. This is critical and mandatory for Employee to be able to work full time or part time from home.

Eligibility will be determined and finalized by the following criteria.

Experience in Years with V2Soft	Work From Home (Days)	Work From Office (Days)
>5 years	2	3
0-5 years	1	4

2. RULES OF ENGAGEMENT

If an Employee has chosen to work remote and if the Employee cannot feasibly complete all tasks remote, he/she need to come to work physically on those days (all day) to complete the tasks. In such situation, Employees must work with their Supervisor(S) to discuss and define the work schedule in advance and get approval.

It is against company's policy to engage in secondary employment or any other part time job during their employment with V2Soft. Engaging in secondary employment will result in immediate termination.

These rules are non-negotiable. Any exception to this policy will be made only by our CEO.

3. TIMINGS

Employees are required to be available during business hours and possibly extended business hours as productivity will be lost due to communication challenges and lack of collaboration. Our customers do work extended hours and hence, Employees are required to be available as per the requirements of Supervisor/Clients on case-to-case basis. Refer employee handbook for work timings.

4. STANDARD OFFICE RULES

Remote worker must comply with all company rules and practices listed in the Employee Handbook. Guidelines for employee benefits and compensation remain the same.

Disciplinary actions will follow policy transgressions of any kind.

5. RESOURCES AND WORK ENVIRONMENT

i) Remote workplace should be a safe and secured environment.
ii) Distractions from family and friends must be avoided completely during Employee's work hours unless it is an emergency.
iii) All conference calls on Teams must be a VIDEO Call.
iv) Employee must be available on company cell phone all the time, if Employee do not have a company cell phone, he/she must have an alternate phone number. Employee phone must be charged and be in a fully working condition with proper connection.
v) Employee must be available on Teams during work hours and must answer in teams unless Employee is in meetings.
vi) Teams must be installed on company cell phone and if Employee does not have company provided cell phone, then it must be installed on Employee's personal phone.

6. REMOTE WORK ETHICS

i) Employees to Schedule proper meetings ahead of time with Supervisors and other stake holders to get required information and work done.

ii) Regular follow up is essential while working remotely with stakeholders and supervisors to complete assigned task. Avoid texting and leaving voice messages.

iii) Plan and prioritize work ahead of time before the start of the working day or meeting to ensure smooth completion of task.

iv) Plan tasks in an organized way and give enough time to other stakeholders as well, to work and complete by deadline.

v) If an Employee does not have sufficient work for the day, it is Company's expectation that the Employee reaches out to the Supervisor or to HR to ask for additional work, in the event the Employee's Supervisor has not gotten Employee fully engaged.

vi) Sales Employees who must interact with customers or their Employees for laptops, or software's, or for client meetings, will have to perform their job duties without any disruption to customer.

vii) Remote Employees will come to office to perform their job functions and not assign their work to other Employees working voluntarily in office.

7. REPORTING

i) Employees to update calendar once in every hour on their work status such that supervisor can stay updated about the Employees productivity and work schedule.   A video conference on daily basis will be scheduled by the supervisors to discuss work progress and establish upcoming goals.

ii) Employee must attend all scheduled meetings for the day

iii) Employee must inform Supervisor if Employee is away from desk.

iv) Any time off from work must be approved by Reporting manager via LMS.

v) Employee must notify hr@v2softindia.com with carbon copy to their Supervisor, Employee steps outside their home for personal work during working hours.

vi) Any time more than 4 hours away from desk must be also entered in LMS.

8. WORK PLAN

Supervisor is encouraged to submit a formal work plan for the remote worker. The plan will identify and outline areas of responsibilities, daily tasks and measurable short and long-term objectives.

9. COMMUNICATION

Remote worker must be available on phone and email during core company hours and be present for all mandatory staff meetings.

All client meetings are to be conducted on a client or company site. Any exceptions require permission from supervisor.

10. PERFORMANCE MANAGEMENT

Employees performance will be closely measured and monitored by Employee's Reporting Manager. Employment is full time and not an 8-hour clock in and out work. Employees are hired for a job description and Employee is expected to complete all deliverables even if it requires for Employees to add additional hours beyond business hours.

i)   Targets and deliverables must be met every week. It is critical for the success of V2Soft and for Employee's success, these numbers must be taken very seriously.

ii) V2Soft will implement performance measuring software on all V2Soft laptops to help monitor work performance.

iii) Use of all software tools that are given to manage Employee's work is mandatory such as SalesForce or Jira or Teams or JobDiva or others.

iv) No excuses on work not completed on time and in responding to emails on time will be accepted

11. COMPANY EQUIPMENT

Necessary equipment, hardware and software for the job will be available upon request. Equipment is to be used by the employee only and strictly for company-related projects. All items provided by the company must be listed in the employee's Remote Work Guidelines, approved for off-site use, and returned to the office upon request.

12. COMPENSATION

No changes will be made to an employee's salary if said employee works from home, full time. Salaries will increase according to company policy and successful performance reviews. Employees working remotely remain eligible for promotion and skills development programs.

13. INSURANCE COVERAGE

Company is only responsible for insuring items on loan (company assets). Personally, owned equipment is covered by the individual's homeowner's insurance policy.

14. LIABILITY

Remote worker will be covered by worker's compensation. Stipulations do apply. Liability is limited to injuries acquired in the employee's designated homework area, during the agreed-upon work hours and while performing job functions.

15. REIMBURSABLE EXPENSES

To receive reimbursement, employees need to have prior approval from supervisor and HR and submit an expense report. Costs not specifically mentioned will be dealt with on a case-by-case basis, considering the amount and purpose of expense.

The company will pay for work-related voice and data communication charges on prior approval from supervisor and HR. The following costs are not reimbursable: furnishings for designated workspace, office supplies not stocked, etc.

16. SECURITY OF INFORMATION

Employee is responsible for keeping documents, sensitive business data and other work-related materials confidential and secure in the home office location. The employee must comply with the guidelines of proper use of information technology found in the Employee Handbook.

While working remote and at all times, Employees must protect the company data including but not limited to Emails in laptop and cell, documents, access to company links, Employee info, customer info, finance data, proprietary info from others including family members and friends.

Employees to have private space while talking sensitive meetings so other family members or friends do not hear the meeting update. At all times, Employees to adhere to company policies, handbook, and legal regulations.

As per the Employee Handbook and the confidentiality agreement signed by the employee upon employment, securing data and company information should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.

Employees will be given access to a Virtual Private Network to secure connections with company servers and networks. The VPN must always be used during work hours.

17. TERMINATION OF REMOTE WORK AGREEMENT

i)   Both the company and the employee have the right to terminate the remote work arrangement at any time - by written or verbal notice. Failure to comply with Terms and Conditions may cause for disciplinary action and/or termination of the agreement.

ii)   If Employee fails to adhere to the remote work policy guidelines and if the Employee's performance is not efficient or productive, Employer will review the performance with the Employee and will take necessary measures which may include:

a. Subjecting Employee to Employee Performance Enhancement Plan to improve performance

b. Employee will be suspended from WFH for a period of 90 days.

If no improvement is noticed it may lead to disciplinary action.