

# HR Tek Systems

Innovating HR with Technology

## Workplace Remote Work Policy

### HR Tek Systems

**Effective Date:** 25-11-24

**Policy Owner:** CMD Team

**Review Cycle:** Annually or as required

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### 1. Objective

To provide a framework for employees to work remotely while maintaining productivity, collaboration, and compliance with company policies. This policy outlines expectations, eligibility criteria, tools, and responsibilities for remote work arrangements.

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### 2. Scope

This policy applies to all full-time, part-time, and contract employees of HR Tek Systems who are eligible for remote work, as approved by their respective managers.

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### 3. Eligibility

Eligibility for remote work will depend on:

- The nature of the employee's role and its suitability for remote work.
- Performance history and ability to work independently.
- Approval from the employee's manager and HR.

**Ineligible Roles:** Roles requiring on-site presence for client-facing duties, equipment handling, or physical tasks are generally not eligible.

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### 4. Work Hours and Availability

- Employees are expected to maintain the same working hours as outlined in their employment contract unless otherwise agreed.
- Availability for virtual meetings, calls, and collaboration must align with team schedules.
- Employees must inform their managers of any changes to their working hours.

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### 5. Communication Expectations

- Use designated communication tools (e.g., [Microsoft Teams, Slack, Zoom, etc.]) to ensure seamless interaction.
- Employees must be reachable during core working hours via email, phone, or other agreed channels.

- Daily or weekly check-ins with the manager may be required.

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## **6. Work Environment**

- Employees must ensure a safe and secure workspace at home.
- The workspace should minimize distractions and allow for productive work.
- The company will provide [a laptop, monitor, etc.] for work purposes; any additional equipment may require prior approval.

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## **7. Data Security and Confidentiality**

Employees must:

- Adhere to all data security and confidentiality guidelines outlined by the company.
- Use VPNs, encrypted communication tools, and company-approved devices.
- Immediately report any data breaches or security concerns.

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## **8. Performance and Deliverables**

- Employees will be evaluated based on output, deliverables, and adherence to deadlines.
- Remote work does not alter performance expectations.
- Managers may request updates or status reports to monitor progress.

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## **9. Expenses and Reimbursements**

- The company may cover expenses directly related to remote work, such as [internet, phone bills, or specific tools].
- Employees must submit receipts and obtain prior approval for any reimbursement.

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## **10. IT Support and Tools**

- IT support will be available during working hours to resolve technical issues.
- Employees must ensure proper use and care of company-provided devices.
- Required tools for remote work include [list tools/software]. Training will be provided if necessary.

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### **11. Termination of Remote Work Arrangement**

- The company reserves the right to revoke remote work arrangements at any time based on performance, business needs, or policy violations.
- Employees may also request to revert to an in-office arrangement, subject to approval.

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### **12. Compliance**

Non-compliance with this policy may result in disciplinary action, up to and including termination of the remote work agreement or employment.

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### **13. Exceptions**

Any exceptions to this policy must be documented and approved by [HR/Manager/Senior Leadership].

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### **14. Acknowledgment**

Employees must sign the acknowledgment form below to confirm their understanding and agreement to abide by this policy.

#### **Acknowledgment Form**

I, Atul Dixit , acknowledge that I have read, understood, and agree to comply with the Workplace Remote Work Policy of HR Tek Systems.

**Signature:** Atul Dixit

**Date:** 26-11-24

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This policy ensures clarity, accountability, and alignment between the company and employees in remote work arrangements.