

# Hybrid Work Model Policy

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### 1. Revision History

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1.0	Hybrid Work Model Policy		First Version
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### 2. Document Number

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### 3. Document Properties

Document Classification	General
Issued to	Whomsoever it may concern
Issued by	TIH Foundation for IoT and IoE - IIT Bombay

#### 4. Purpose

The purpose of this policy is to establish criteria governing, and the eligibility requirements. It is regarding flexible work arrangements for employee's basis their roles.

#### 5. Scope

This policy applies to all the employees , across multi-levels in employment with TIH Foundation for IoT IoE

#### 6. Definitions

Following are the working arrangements available. The agreement is between the function head, reporting manager, and the employee:

Term	Definition
Work from Office Roles	Jobs, where employees need to attend the office for 5 days a week. These jobs require a high level of real-time collaboration.
Office-Occasional Roles/Roster	Jobs, where employees need to attend the office for a couple of days every week.
Work from Home Roles	Jobs, where employees can work from home and are required to visit the office only when specifically asked to.

#### 7. Policy Details

All employees by default are expected to “work from office” unless an alternate work arrangement has been specifically approved by their Reporting Manager (RM) and Functional Head (FH).

#### 8. Eligibility

Employees must ensure their role is eligible to work from home as due to the nature of the job, certain roles are not possible to be performed remotely.

**Criteria to be fulfilled for ‘Work from Home’ arrangement:**

- The role does not require a high degree of coordination & team collaboration
- The role requires Low complexity of systems involved & need for Bandwidth
- Client approval to Work from home, wherever applicable
- The employee should not be in a People Manager role.

#### 9. Approval Process for Work from home or Office Occasional arrangement

- All employees are deemed to be on work from office arrangements unless approved otherwise.
- Approval from Reporting manager and Functional head needs to be taken and submitted to the HR team on the agreed work arrangement.
- Alternate work arrangement can be approved for maximum period of 6 months, post which a fresh approval will need to be taken and submitted to HR team.
- The Reporting manager reserves the right to modify the work arrangement for any employee by giving reasonable notice if he deems it necessary for the Business.

## 10. Expectations from Employees

Employees, who have received approval to Work from home/ Office - occasional are expected to:

- Maintain productivity and performance standards. They must not carry out work for anyone other than TIH-IoT nor, without prior permission, undertake non-work-related activities during their working hours.
- To make themselves available in the office for any meeting or training program as informed by their manager at their 'personal' cost. No separate allowance would be paid, or arrangements made in case an employee is being asked to come to the office for a meeting or training program.
- Ensure they are available on Google chat, Emails, and Phone for the entire working day
- Have all interactions that include Screen sharing, Audio-Video meetings, chats on G Suite, or any other TIH-IoT recommended tool.
- Ensure that they proactively inform their Reporting manager in case of work issues or their non-availability
- To exercise work from home from a quiet room that can be used without causing any disturbance or deterrent noise from surroundings.
- To ensure uninterrupted internet connectivity, whether through a dongle or a broadband connection. Employees need to procure and pay for their broadband connection
- To ensure uninterrupted telephone connectivity, where the contact number is available to all the relevant Stakeholders.
- To ensure uninterrupted charge on the laptop battery.
- To manage all their personal activities outside of working hours.
- Follow the Code of Conduct and all other respective employment policies and practices.

## 11. Task Planning and Monitoring

- It is the collective responsibility of the Employee, Reporting Manager, and Reviewing Manager to ensure all allocated activities tasks are managed within clearly defined Scope & Timelines
- It is the responsibility of the Reporting manager to clearly define the expected outcome for allocated activity tasks
- Ensure that their attendance is accurately marked on HRMS.
- Short Morning & Evening Huddles need to be conducted every day and expectations for the day need to be clearly defined.
- Work tasks need to be logged on daily basis in the below table. It can be used for planning daily task as well.

Daily Activity Planner						
S.No.	Activity	Task Description	Expected Outcome	Planned Duration (in hours)	Status at EOD	Remarks

## 12. General Guidelines

- 'Work from Home' is a provided privilege and cannot be treated as a matter of right. Therefore, justification of the requirement, requisite approvals, and consideration of the impact on business results are prerequisites to availing this facility.
- Whenever an employee is requested to resume office, he/she needs to return to the base office location on a given date and time at their own cost. If not, appropriate disciplinary actions would be taken.
- Any intentional behavior that prevents an employee from performing an assigned task as intended will be considered as job avoidance and may result in disciplinary action.
- It is the employee's responsibility to take care of the company assets. Any damage to Company provided assets, may lead to financial/disciplinary action, if it is damaged because of mishandling or negligence.