



Guidelines for Work from Home

Version 1



398 Ramkrishnapur Road, Barasat, Kolkata 700125, West Bengal, India

www.brainwareuniversity.ac.in

- The employee will remain accessible and productive during scheduled work hours.
- Employees will maintain their daily schedule of minimum 8.30 hours (including 30 minutes lunch break). Any deviation of work schedule from actual schedule must be pre-approved by the authorising seniors beforehand.
- The employee should send reporting time (in and out) daily to the higher authority for updating his/her attendance.
- The employee must be available over the phone and through Goggle meet (as and when required during the duty hour)
- The employee will remain available for conference calls as needed and will maintain satisfactory performance standards, company rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- The employee agrees to protect company resources from theft or damage and will report theft or damage if any to his or her HOD immediately.
- The employee agrees to return company equipment, files and documents within five days of termination of employment.