Vardhaman Capital Pvt.Ltd.

WFH ENVIRONMENT POLICY

Policy created by	**Designated Officer**
Policy reviewed by	**Technology Committee**
Policy reviewed on	**31-12-2024**
Policy Approved by	**Board of Directors**
Policy approved on	**04-01-2025**

Version – 1.0

Purpose

The purpose of this Work from Home (WFH) Policy is to provide guidelines and procedures for employees at our Company, when working remotely. This policy aims to ensure productivity, data security, and the well-being of employees in a WFH environment.

Scope

This policy applies to all employees who have been authorized to work remotely on a temporary or permanent basis.

Eligibility and Approval

Eligibility Criteria

- Employees eligible for WFH arrangements will be determined based on job responsibilities and performance.
- Not all positions may be eligible for remote work.

Approval Process

- Requests for WFH arrangements must be submitted to the employee's supervisor and approved by the respective department head or HR.
- Approvals will be based on business needs and the employee's ability to meet performance expectations remotely.

Work Hours and Availability

Work Hours

- Employees are expected to adhere to their regular work hours unless alternative arrangements are approved.
- Flexibility in work hours may be granted based on business needs and mutual agreement.

Availability

- Employees must be available during agreed-upon working hours and remain reachable through approved communication channels.
- Communication about unavailability must be communicated in advance.

Home Office Setup

Equipment and Technology

- Employees are responsible for providing their own equipment, such as laptops, monitors, and internet connectivity.
- The IT department will provide necessary support and guidelines for setting up a secure home office.

Data Security

- Employees must ensure the security of company data by using secure networks, encrypted connections, and following data protection policies.
- Devices used for work must be password-protected and kept in a secure environment.

Communication and Collaboration

- Employees must use approved communication and collaboration tools for work-related activities.
- Regular check-ins and team meetings will be conducted to maintain communication and collaboration.

Performance and Accountability

- Performance expectations and metrics will remain consistent with in-office arrangements.
- Managers will monitor performance and address any concerns promptly.

Expenses and Reimbursements

- Employees will be responsible for their own internet and utility costs.
- Reimbursement for business-related expenses may be considered on a case-by-case basis.

Health and Well-being

- Employees are encouraged to take regular breaks, maintain a healthy work-life balance, and communicate any concerns about well-being.
- Ergonomic guidelines will be provided for setting up a comfortable workspace.

Security Awareness Training

Employees will undergo security awareness training to recognize and address cybersecurity threats in a remote work environment.

Termination of WFH Arrangements

- WFH arrangements may be terminated based on business needs or if there is a violation of company policies.
- Notice will be given, and a discussion will be held before terminating WFH arrangements.

Change in the Policy will be adopted as and when required by the company and is binding on all the Staff / Employees /and Directors of the Company.

Vardhaman Capital Pvt.Ltd.

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CISO :- Anup Kumar Khandelwal

Dated: - 04-01-2025