



REMOTE WORKING POLICY

1. Purpose

This policy defines the framework, eligibility, and conditions under which employees of GRG Polydynamics Pvt. Ltd. may perform official duties remotely (Work from Home or Remote Work). The purpose is to ensure continued productivity, accountability, and data security while maintaining work-life balance.

2. Scope

This policy applies to all permanent, probationary, and contractual employees eligible for remote or hybrid work, specifically for departments where physical presence is not essential to operations (e.g., HR, Admin, IT, Accounts, Procurement, Design, and Documentation).

3. Eligibility Criteria

Remote working arrangements require prior written approval from the Department Head and HR. Employees must have a reliable internet connection, appropriate workspace, and access to company systems. Factory or machine-based roles are not eligible.

4. General Guidelines

- Employees must be available during standard working hours.
- Attendance to be marked via approved online tools or email check-ins.
- Employees must remain reachable during work hours.
- Virtual meetings and deadlines must be followed as per schedule.
- Work output expectations remain unchanged.

5. Information Security and Data Protection

To ensure compliance with GRG's Information Security Policy (GRG-IS-POL-01):

- Use only company-approved systems, VPNs, and email accounts.
- Do not store confidential data on personal devices.
- Lock screens when away from computers.
- Prohibit sharing internal documents outside the company network.

6. Health, Safety, and Ergonomics

- Employees must maintain a safe and ergonomic workspace.
- Adequate lighting, ventilation, and posture setup are mandatory.
- Report any accident or work-related injury to HR immediately.

7. Performance Monitoring

Performance will be evaluated based on output, timeliness, and communication.

Managers may request periodic updates or reports.

Consistent underperformance may result in withdrawal of remote privileges.



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8. Communication and Collaboration

- Employees should stay connected via Teams, email, or other approved channels.
- Avoid using personal apps for work-related communication.
- Ensure responsiveness and participation in virtual meetings.

9. Equipment and IT Support

- GRG will provide necessary devices or software tools, where applicable.
- Employees are responsible for proper handling of company-provided devices.
- Report IT issues promptly to the IT Helpdesk.

10. Compliance and Discipline

- All employees must adhere to company policies, including Code of Conduct and Ethics Policy.
- Misuse of remote privileges or falsification of attendance will result in disciplinary action.
- Repeated violations may lead to termination of remote access.

11. Review and Termination of Remote Work

HR and Department Heads may review and revoke remote work privileges as required. The policy shall be reviewed annually or upon any operational or legal updates.

12. Acknowledgment

Employees approved for remote work must sign a Remote Work Agreement acknowledging compliance with this policy.

Authorized Signatory:

A handwritten signature in blue ink, appearing to be 'B. A. A.', is written over a horizontal line.