

Remote Location Work Policy

Version: 1.0

Effective From: Nov 20, 2017

1. Target Audience

This policy is meant for any employee/contractor working with CANGRA Talents from a remote location other than CANGRA Talents office premises.

2. Background

As CANGRA Talents is setting up its processes, we are learning with time. We are eager to implement the learning to bring TRANSPARENCY and TRUST in team. While working from remote location, it is quite possible that employee/contractor may get some work during which he/she might have to temporarily skip doing office duties on certain day. In major companies, it is termed as AUTO HALF-DAY or AUTO FULL-DAY leave. At the same time, in most of such situations, employee wants to compensate for unattended work hours on some other day. Keeping both things in consideration, CANGRA Talents has come up with following policy to bring **TRANSPARENCY** and **TRUST** in team.

3. Policy For full-time employees / full-time contractors:

To remotely track work hours, DESKTIME desktop application is used on employee's/contractor's computer with Login details provided by CANGRA Talents. Deskttime reports daily, weekly and monthly 'Productive Time', which is calculated based on software and websites considered as productive and Neutral.

We should keep in mind that CANGRA Talents is a startup where we all need to dedicate ourselves to make our organization a success. This will intern make our career a success.

For full-time employees / full-time contractors:

CANGRA Talents expects minimum SEVEN hours of Productive Time per day. Considering total work days in the month, total expected Productive hours of the month will be calculated. **If actual monthly productive time is less than monthly expected productive time, then it will be adjusted with leaves (Seven hours adjustment per leave).** If all leaves are exhausted, then it will result in UNPAID leaves causing deduction from salary. Leaves entitled are mentioned in appointment letter.

For part-time employees / part-time contractors:

For part-time employees/contractors, expected productive hours and number of working days per week will be mentioned in the Appointment letter. Same formula as above will be considered for them too for monthly wage calculation.

Working away from computer:

If employee is travelling for business or doing some office task away from computer, then it might not be getting recorded in Deskttime application in his/her PC. In such case, **it is the responsibility of the employee to update OFFLINE Time with work details** in Deskttime website.

4. Business Expenses reimbursement

Company reimburses all expenses made by employee for business purpose. It includes travel expenses, food and lodging expenses etc. In special situations, company may reimburse following expenses –

- Expenses made on Internet connection and phone calls if employee ask for it.

- Expenses made on doing certification courses which have been advised by manager.

5. Office Holidays

List of holidays will be published on internal website.

*Expecting your cooperation,
HR,
CANGRA Talents*