

Document Statistics

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Organization	Panacea Bioedge Pvt. Ltd
Document Name	Work From Home Policy - IT
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Document Revision History

Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	00	-	New Document	--	QM	Lead-ESG	DO

1. Purpose

This policy outlines the IT and security guidelines employees must follow while working remotely. The aim is to ensure data integrity, secure system access, and business continuity while maintaining productivity and accountability outside the office environment.

2. Scope

This policy applies to all full-time employees and Interns who are approved to work remotely (either temporarily or permanently).

3. IT & Security Guidelines

Work Schedule

Employees are expected to maintain the same working hours and productivity levels as in the office. Any deviation from the standard schedule must be communicated and approved by the reporting manager.

Performance & Availability

Employees working from home are expected to be fully available during office hours via phone, email, or any other communication platforms. Performance and results will be monitored regularly, and employees should maintain transparency regarding work tasks and completion.

Company Equipment

Employees will be provided with necessary IT equipment (laptop, phone, etc.) to work from home. Employees are responsible for maintaining and safeguarding the equipment in proper working condition. Any issues related to the company's equipment should be reported to IT immediately.

Software and Tools

Employees must use only approved company software, tools, and networks. Unauthorized software installations or using personal devices for work purposes may lead to security risks and are not permitted.

4. SECURITY & CONFIDENTIALITY

Data Security

Employees working from home must adhere to all company security protocols. Sensitive company data must be stored and accessed securely. Employees should ensure that no unauthorized persons are able to view or access sensitive work information.

Use of VPN

A Virtual Private Network (VPN) is required for accessing company networks or resources. Employees must use VPN software provided by the company to ensure secure connections.

Confidentiality

Employees must ensure that confidential information is not shared or discussed in public or non-secure environments. Work must be done in a secure space within their home, free from potential eavesdropping or unauthorized access.

5. COMMUNICATION AND COLLABORATION

Meetings & Updates

Employees are expected to attend virtual meetings as scheduled by their respective teams. Regular updates regarding tasks, challenges, and project progress must be shared with the team and reporting manager.

Response Time

Employees should respond to emails, messages, and calls within the same timelines as they would in the office, unless otherwise agreed upon.

6. WORKSPACE REQUIREMENTS

Ergonomics & Environment

Employees must set up a dedicated workspace that is ergonomically designed and free from

distractions. This includes having proper lighting, a comfortable chair, and a desk that supports their work needs.

Internet Connectivity

Employees are responsible for maintaining a reliable internet connection to ensure smooth communication and productivity during work hours. Any interruptions or technical issues with the internet should be reported promptly to the IT department.

7. DISCIPLINARY ACTION & NON-COMPLIANCE

Failure to adhere to this policy may result in disciplinary action, up to and including termination. In case of policy violations, the company may revoke remote working privileges.

8. Enforcement

Any non-conformance to this policy shall be addressed as per the organization's employee disciplinary process.

The Panacea Bioedge Pvt. Ltd. is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members Panacea Bioedge Pvt Ltd.