Work from Home Policy

Purpose

Due to the COVID-19 outbreak, EXIM Logistics Private Immitted is offering Work from Home (WFH) opportunities for eligible roles within the organization. The policy will be reviewed regularly and all employees will be notified when regular in-office hours resume.

WFH Job Functions

Below are the functional areas allowed to work from home if they meet the eligibility requirements as defined below.

- Customs Clearance
- Human Resources
- Credit Operations
- Audit
- Accounts
- Logistics (back office)

Eligibility Requirements

- Must have a minimum of six months in their current position or job. If devotion only with approval from senior management
- Must have a home internet connection with capable speeds.
    - Personal internet connection is the employee's responsibility and will not be reimbursed by company.
- Conferences and meetings must be held via concall, Google meet or any other medium recommended by management.
- Employees working remotely must access their COMPANY computer through laptops will be set up by COMPANY IT Dept. Employees engage in assignments in personal system with proper knowledge of IT department only.
- All Laptops, COMPANY-provided accessories (keyboards, monitors, mice, printers, etc.) are the employee's responsibility

Work Hours

- Employee's work hours must remain at 10 hours, and must be between 9:30 am – 6:30 pm including 1 hour lunch break. Overtime must be approved by the department manager.
- The employee will remain accessible and productive during scheduled work hours. They must answer office phone and/or personal cell phone during work hours.
- Departmental heads & team leaders must email HR each work day regarding the performance of their team members and engagement in work and output level
- The employee will communicate regularly with his or her supervisor and may be asked to provide a weekly written report of activities
- The employee will comply with all company rules, policies, practices and instructions that would apply if the employee were working at the employer's work location
- The employee will maintain a safe and secure work environment at all times. The employee will report work-related injuries to his or her manager as soon as practicable.
- If the position requires hard copies of data to perform duties, the employee will drive to the office to pick up the material or it may be send to him by office admin team depending on situation.

Productivity

If the department manager or senior management does not believe productivity is being met, the employee will lose the WFH opportunity and return to work.

