

Work from Home Policy

(For AZPIL Organisation)

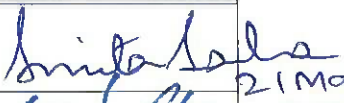
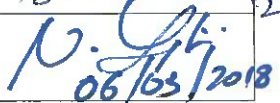
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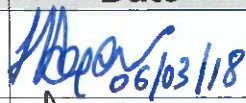
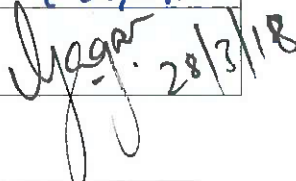
Document History

Date	Version	Author	Description
1-1-2018	V1.0	C&B	Work From Home Guidelines

Reviewed By :

Signatory	Title	Version	Signature & Date
Smita Saha	VP HR & Regional HR Lead India	V2 Guidelines - AZPIL	 21 Mar 2018
Jeyamalini Natesan	Director HR Admin & Facilities	V2 Guidelines - Operations	 06/03/2018

Approved By:

Signatory	Title	Version	Signature & Date
Himanshu Saxena	Site Lead - Operations	V2 Guidelines - Operations	 06/03/18
Gagan Singh	Country President	V2 Guidelines - AZPIL	 28/3/18

AstraZeneca Pharma India Limited Work from Home(WFH) Policy

1. Purpose

To provide flexible work arrangement opportunities for AZ employees to balance their personal and work life on a need basis.

Policy shall also play a key role in ensuring business continuity at time of unforeseen / natural disasters at work site/ office.

2. Scope

This outlines the eligibility principles, specific changes to work methods, benefits and general guidelines. The administration and eligibility approvals will be only based on management discretion and no claims can be made in part or full.

AZ is committed to creating a work environment where the needs of our employees and employer are balanced. Therefore, the company provides employees with the work from home option (WFH) on an 'as needed basis'.

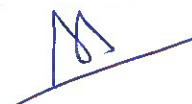
3. Eligibility

This policy applies to all full time and part time permanent and fixed term employees, provided the role can be performed remotely and doesn't require physical presence at workplace.

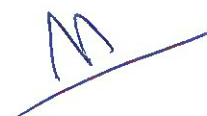
4. Policy Framework

Guidelines for Employees (HQ) :

- 4.1 Prior approval from Line Manager is mandatory for availing Work from Home arrangement.



- 4.2 Discretion to grant permission for Work from home purely lies at the discretion of Line Manager.
- 4.3 WFH Arrangement is not a substitute for Casual / Sick / Annual leave : Hence the employee is expected to be available on skype / communicator / phone / email within the work hours.
- 4.4 Employees are expected to attend to conference calls, business calls without any hindrances.
- 4.5 Flexibility is only in terms of the place of work and not about the timings or commitment towards work. Therefore, employees must treat their work day at home as though they were at the office and must strictly adhere to the work timings, rules, regulations, company policies, code of conduct and governing laws.
- 4.6 In the event of interruption of home power supply or internet connectivity, the employee should either apply for leave or report at office.
- 4.7 If employee is a line manager or has direct reports, the manager should ensure that the work from home does not impede the productivity and effectiveness of the team. He / She should make appropriate arrangements to ensure that their absence does not hinder work.



- 4.8 Any misrepresentation to work patterns, misuse of this policy and its guidelines may be subject to disciplinary proceedings.

RESPONSIBILITY FRAMEWORK: WORK FROM HOME POLICY

Employee	- Employees applying to perform work from home must seek an approval from line manager. - Ensure that the request does not impact their ability to perform their role or attend appointments - Be Conscious and not mistake WFH arrangement as Leave from work. If for any reason not able to perform work remotely – override WFH and apply for Casual Leave.
Line Manager	- Consider the request by balancing the needs of the business and personal needs of the individual team members. - Ensure that granting an employee to work from home “ad-hoc” will not affect business outcomes. - Document all applications and approvals in email. - Ensure that the agreed work performed remotely by employee was achieved

Guidelines for Field Employees:

- 4.9 For Field Roles since physical availability is critical for the daily market working and work appointments. On need basis employees can manage Late Intime or Early Out time basis prior e-mail approval from Line Managers, provided the work planned for the day is not impacted.





5. Compliance & Governance

- 5.1 Line Managers needs to ensure that the entire work from home period is duly recorded and approved by them and they are expected to perform reasonable validation to ensure strict adherence to the guideline.
- 5.2 Any Exceptions to the policy would require approval from VP – Human Resources for GCO and Site lead – Operations for Operations.

6. Disclaimer

Organization's Absolute Right to Alter or Abolish the Guideline

AstraZeneca reserves the right in its absolute discretion to abolish the guideline at any time or to alter the terms and conditions. Such discretion may be exercised any time, before or during the guideline period.

