	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR WORK FROM HOME		
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Overview

MITS is committed to providing a healthy, safe and flexible working environment for its staff on need basis

The purpose of MITS Work from Home Policy is to optimize for the benefits while limiting the risks, ultimately setting up our employees to be as successful outside the office as they are in it.

During mandatory Work from Home situations (such as a health or safety crisis like COVID-19), it helps ensure that our employees are set up for success and that they can continue to remain healthy and productive.

Responsibilities:

All Teaching & Non – Teaching Staff Members

Head of the Department

Principal

Requirements for home based work

Staff responsibilities

Staff approved to work from home must:

adhere to all the policies and procedures of MITS, be contact able/ accessible during the normal span of hours, ensure fitness for work requirements are met. If staff members are unwell or unable to work due to other reasons, then leave entitlements are to be accessed. They will ensure home worksite complies with health and safety requirements at all times and report any health, safety and wellbeing hazards, near misses and incidents, maintain accurate and up to date records of hours worked at home within normal span of hours.



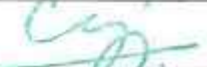
Head responsibilities


The HoD must:

ensure the staff member is working in accordance with their Working from Home assignment and adhering to MITS policies and procedures, review and sign off on records of daily task performed as required, monitor and review the WFH agreement on a regular basis as recorded in the WFH agreement schedule, communication meetings including methods of disseminating information to staff who are working from home

Where practicable, provide equipment and tools required to perform the tasks required (does not include workstation furniture, additional services or costs)

accurately document the ownership and usage arrangements of the equipment and assets.

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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Indemnity

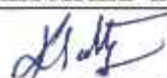
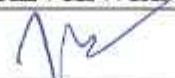
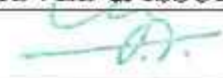
The staff member indemnifies MITS against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the institution.

Services

Not all on-campus services are available or supportable when used from home. The staff member accepts this and agrees not to impose any overheads on the Institute for additional services.

Work from Home Includes:

- Defining eligibility to work from home.
- Establishing an approval process.
- Setting regular working hours.
- Creating attendance and availability standards.
- Streamline communications channels.
- IT support.
- Maintaining security standards.
- Continuing internal communication programs, including all-hands meetings.
- Maintaining a dress code for Business Meetings.
- Recording acknowledgement of receipt.
- Gathering feedback and iterate.

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