

Document	Work from Home Policy	Issue Date	Dec- 2021
Document ID	HRD/ABK/DOC/2K14/11	Version	1.1

This document reflects the overarching work from home policy that Universal AI University uses for all the employees. It is intended to give a starting point for Universal AI University to consider while building its internal working from home policy.

- At Universal AI University, our flexible work policy uniquely positions our employees to get work done successfully during any situation.
- Championing a flexible work environment has been a key component of our company's/ Universal AI University's culture.
- It is a strategic business initiative which allows employees to choose the work style that best fulfills their needs on the job and in life in a highly mobile, collaborative, and flexible work setting.
- The program has positively impacted our business, our approach to talent acquisition and our footprint especially during the COVID-19 situations.
- But more than just a policy, this program is much more about a change in how we think about work - where work is not anchored to one place and time and instead is focused on outcomes.

1. Purpose:

Universal AI University is committed to work-life balance and to exploring flexible work practices with its team members. The purpose of this policy is to outline the policy guidelines and eligibility requirements regarding the Connected Workplace program.

2. **Scope:** The benefit can be availed by the Module Leaders, Research Associates, Trainers, Corporate Relations Team Members, Admission Cell and the marketing staff. This benefit is not applicable for Admin Staff, Drivers, Maintenance Staff etc.

3. Policy Adherence and Expectations

Team members approved for the Connected Workplace program are expected to maintain normal productivity and performance. They must not carry out work for anyone other than Universal AI University nor, without prior permission, undertake non-work-related activities during their working hours. Participation in the Connected Workplace program is not an opportunity to perform household duties, care for children or other dependents, or attend to other personal business. Team members must use Personal Business Allowance (PBA) or other Paid Time Off (PTO) benefits, for absences from work for childcare, personal business, illness, etc. Team members should liaise with their leader about their patterns of work and days in the office and will be responsible for keeping their leader and team informed about the status of their work. Team members must work with their leader to accommodate themselves for on-site meetings or trainings as required by their role.

Universal AI University's Code of Conduct and all other respective employment policies and practices apply to Universal AI University team members while working, irrespective of work location or schedule arrangement. Team members must accurately report all time worked no matter the work location.

4. **Leader Approval:** Team members must ensure their leader agrees and approves

their work arrangements. At all times, participation in the Connected Workplace program will be subject to the continuing approval of the individual's leader. Universal AI University reserves the right to withdraw program participation approval upon reasonable notice.

5. Now that once again the menace of COVID -19 is under control and we are leaping back to normalcy, the following rules and regulations in connection with work from home will come into immediate effect:
 - An employee shall have to report from 9.30 am to 6 pm physically at the campus on all the working days and can no more work from home without the prior approval and consent of the Chairman/ COO/ CHRO with a copy of that approval being shared with the authorized representative of team HR.
 - In the event of any contingency / emergency the employee can approach the chairman & COO and can avail work from home facility.
 - An employee can avail work from home facility for not more than 2 days in a month. However, prior intimation shall have to be given (at least ten days in advance) in a month to the competent authority (Chairman/ COO and CHRO)