



REMOTE WORK PROTOCOL POLICY

1. Purpose

This protocol outlines the guidelines and procedures governing remote work arrangements to ensure effective performance, accountability, and compliance with applicable labour regulations and school policies. Remote work allows employees to perform their duties outside the workplace, either fully or partially, using digital communication tools.

2. Scope

This protocol applies to all employees who are authorized to work remotely, either temporarily or on a regular basis, as approved by the school management.

3. Employee Responsibilities

Employees working remotely shall:

- Must punch in and punch out during the designated time window when the online attendance link is active. Attendance must be recorded at the beginning and end of the assigned working hours. Failure to record attendance within the specified time without valid justification may be treated as absence.
- The camera must remain switched on during all online classes and official meetings. Failure to comply with this requirement without valid justification will be treated as absence.
- Complete assigned tasks personally and shall not outsource or delegate work without approval.
- Work within agreed working hours and remain available during official hours.
- Respond promptly to official communications.
- Use company-provided equipment responsibly and for official purposes only.
- Maintain strict confidentiality of all official information and data.
- Submit required reports and complete tasks within assigned deadlines.
- Attend virtual meetings, training sessions, and official communications as scheduled.
- Maintain professionalism and productivity while working remotely.

4. Working Hours and Breaks

- Standard working hours shall not exceed 8 hours per day or 48 hours per week.
- Employees shall be entitled to daily rest breaks, which shall not be counted as working hours.
- At least one paid weekly day off shall be provided.

5. Performance Monitoring and Accountability

- Employee performance shall be assessed based on output, quality of work, and timely completion of assigned duties.
- Logging into systems alone shall not be considered proof of active work.
- Employers may monitor remote work activity through appropriate systems while ensuring respect for employee privacy.

6. Communication Protocol

- Employees must remain accessible through approved communication channels during working hours.
- Official communications shall be conducted through designated digital platforms such as email, messaging systems, or virtual meeting tools.
- Employees must respond to communications within a reasonable timeframe.

7. Prohibited Practices

The following actions shall be considered violations of remote work policy:

- Failure to respond during working hours without valid justification
- Repeated delays in completing assigned tasks
- Performing personal work during official working hours
- Assigning work to others without approval
- Logging into systems without performing assigned duties

Disciplinary actions, including warnings or termination, may be taken in cases of repeated or serious violations.

8. Review and Compliance

This Remote Work Protocol shall be reviewed periodically to ensure alignment with applicable labour laws and school policies and requirements. All employees must comply with the provisions of this protocol. The policy has been prepared in accordance with the applicable Labour Law and established remote working protocols.

Prepared and reviewed by:	Senior Management Team	Next review date:	March 2027
Authorized by:	School Principal	No. of Pages	2