



“WFH GUIDELINES”

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We architect, build and maintain robust enterprise applications using modern technologies and tools, while maintaining strict coding, QA and documentation standards.

Dear Comrades,

We were uniquely positioned to respond quickly and allow troops to work from home given our emphasis on decentralization and supporting a distributed workforce capable of working from anywhere.

Given the multiple benefits that are there with WFH model of reduced travel time and enabling work life balance etc. we will work upon finding the right mix of work from office and home as the way forward.

Below are the pointers, which needs to be taken care, while working from home:

WFH Checklist

1. Need to have a quiet space where you can be free of interruption.
2. Must have a table and chair setup at home dedicatedly used just for work.
3. Need to have a power backup (UPS/ Generator) at home.
4. Must have hours tracking tool (Team Logger) installed in your machine – need to activate the same during office working hours. (Consult IT team in case of any queries)
5. Ensure you have the correct IT equipment, i.e., Laptop, internet bandwidth, headphone, Dongle if needed etc.
6. Need to have broadband connectivity available in your home, as backup and office Dongle for daily use. AAPNAites using their own dongles and broadband can raise the reimbursement as per AAPNA - Internet reimbursement policy.
7. Need to be in office attire and work from your assigned place/desk at home.
8. Should be available to take internal daily team scrum meetings, client calls, client scrum meetings, and internal meeting at home, as - business as usual.
9. During a Video Call, be on time and mute yourself when not speaking. Have the right light while facing into the camera and ensure your camera and speakers are working fine. (All official meeting and team meetings and internal daily scrum, client calls, scrum meetings should be on Video Call)
10. Important contacts to be handy in time of crisis (technical or operational).
11. Required to log in and inform your PL – thru WhatsApp group, in and out time, while going on lunch break, and when returning from the same, and when logging out EOD as well.
12. You will inform your PL and HR, when going out of station and changing your location of WFH.
13. Attendance is marked, after checking in HROne, Team logger and TWPMS (Team Work Project Management System) data, and if all are in sync.
14. You need to complete minimum 40 hours a week (In Team logger Data, Outside Lunch, Coffee breaks, or Fundoo Friday games/Social Online Office activity that's happening in Virtual platform) and more if and when required.
15. PL's can call for F2F meeting any day, as per project requirement, to a common location agreeable by the concerned team members during office hours, if you are in NCR. If outside NCR, then once or twice a year can be asked to come to Delhi or any other place in India, for annual team meet, for max of 4-5 working days.

In short: one needs to replicate at home the necessary environment to carry out his/her duties; including well configured desktop/laptop, broadband internet access, communication tools such as Ms Teams, etc. The policy makes it incumbent on the team members to adhere to all other company rules and regulations. And ensure that he keeps all channels of communication open with his team members and manager and HR and provide regular updates on status of tasks assigned.

Detailed Explanation below:

1. Setting boundaries, be clear with those you live about your work schedule. Consider setting a “Do Not Disturb” window of time where you can work freely without unnecessary interruptions.
2. The table should be of a comfortable height that does not strain your neck to see your screen.
3. The computer monitor should be placed directly in front of you or facing you and should be at a comfortable viewing distance.
4. Lighting is also crucial. Preferable to move your workspace closer to the window if you get plenty of natural sunlight; not only is it easier on the eyes, improves mood, energy and alertness.
5. Must ensure secure configurations of Network devices such as Firewalls and Routers (IT team to help on the same) in respect of correct IT equipment.

Shield your Mental Health

You need to take care of your mental health as you would with your physical health. You may:

- **Stay connected with tribe:** If you are homeworking you should also use your lunch and break to catch up with friends and family over a quick call or go for a lunchtime 10 minutes’ walk.
- **Avoid negative thoughts:** Agree to give yourself a break from negative thoughts, stay positive and connect with a friend or a well-wisher to discuss the same.
- **Smash social media:** It is important to remember that how things are portrayed on social media are not always the reality and at times distressing news stories may get a lot of coverage and play on your mind if it is spread across the many social media channels.
- **Avoid burnout:** Burnout is a state of exhaustion; it is crucial that you give yourselves some downtime every day and strike a balance between work and home life. Taking regular breaks and walking around, get a cup of coffee, flex ur arms etc.
- **Culture of Team Connect-** Daily team scrum- Video Skype call (will ensure team connect, and physical and mental well-being), having tea/ Coffee together once a week- fun time. Challenge each other in mutual game, like- risk, chess and online team games. Participate in Fundoo Friday, internal culture connect and family connect thru common club, etc.
- **Routine Rules All** - keep the same routine at home that you had at work. Schedule your day just as you would if you were headed to the office, and be consistent in how you plan your day and spend your time throughout the workweek.
- **Stretch yourself** - have an exercise routine in place, even if it is for 15 minutes, to take care of your physical and mental health.

Habits By Design, Not By Default

How times change—and continue to change.

Productivity is a by-product of effective and efficient activity. We are always generating output. However, whether our output contributes to the results we want depends on our ability to align behaviour with intentions, to match action with aspiration. In addition, that requires we become master of our habits.

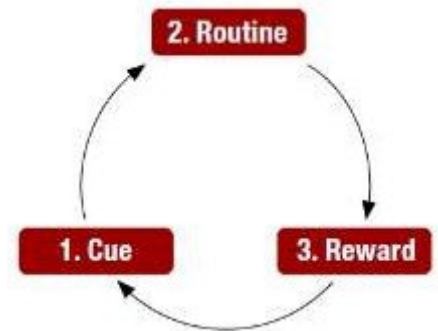
Nowhere is this ability so critical than in the face of change.

When life changes— we, too, must change.

The science of habit formation tells us that a habit actually has three parts. First, there is a cue, a trigger that tells your brain to go into automatic mode and which habit to use.

Then there is the routine, which is what we, typically think of as the habit. Finally, there is a reward, which helps your brain figure out if this particular loop is worth remembering for the future. This is called **The Habit Loop**.

Behind the effective work-from-home habits, the habit loop is what works at work. Changing our habits is as much about design as it is determination.



How to apply the science of habits to your “Work from Home” model.



SPOT THE LAG

Identify where you’re not getting the results you want and identify the habits holding you back, as well as the habits that will produce the results you want. If you

can’t see where you’re lagging or stuck, ask a mentor or manager where you could improve or find other opportunities to identify the skills needed to improve.



MAKE IT A RITUAL

Create a routine around the new habit by engineering your environment—time of day, place, people, objects, and the like—so that it is conducive to doing the habit. Set up reminders, or cues, and arrange your world so that doing the behaviour comes easier.



REWARD YOURSELF

Every time you complete your new routine, reward yourself. Maybe you indulge in a special treat or an activity. This becomes your incentive, not the results you hope for. The results will follow and become their own reward in time, but reward yourself immediately to fire up your motivation in the beginning.

“When we are no longer able to change a situation we are challenged to change ourselves.”

We are enormously grateful for the dedication, high standards, and caring of everyone who works at AAPNA. Each of you is essential to AAPNA’s mission. Thank you for all the ways in which you look after each other.

If you have specific questions on any of the above, please write back to us.

THANK YOU!