

WORK FROM HOME: AN OPPORTUNITY?

Work from Home is here to stay!!

Work from home or work from the office? It honestly comes down to the environment the employees are most effective in, along with the industry you're in.

The spread of **home working** is opening up a new range of possibilities for the way businesses can work and structure themselves.

HAVE YOU EVER THOUGHT THIS WORK FROM HOME CULTURE CAN HELP YOU SAVE HUGE COST?

Streamlined Costs of Business

We usually look for affordable office space, pay the required security, buy furniture and make the daily commute to work every day. **BUT** by taking advantage of current situation you can save substantial amount every month if you decide to manage your business from home.

Working from home means either no office or less office space. *If you don't want to make the switch to a completely remote environment, try rotating your employees' to save on office space.*

Apart from saving rent, following are other benefits: -

1. By having employees work from home, you can cut out a lot of these useless expenditures i.e. less office supplies;
2. You won't have to pay for office snacks;
3. No more wasting time on avoidable meetings;
4. No office means the ability to work with anyone in the world and you can recruit and retain top talent;
5. Higher Level of Productivity as there is
 - 5.1 Less waste of time in commuting;
 - 5.2 Less chances of quitting;
 - 5.3 Employee(s) will take fewer sick days;
 - 5.4 Employee(s) will work longer on a day-to-day basis
6. Employee(s) from competitors will be jealous and they might even quit their own jobs to come work for you. Who knows?
7. You can get increased insight into other markets as you can have employees working all over the country, or even all over the globe;
8. No constant feeling of vacation by the employee(s): Working from home *can feel like a break from the office*, even though your employees are still working. Employees will get to recharge and spend more time with their families, so they might not be as inclined to take a long vacation.

If a 100 percent work-from-home environment isn't possible, try giving employees that opportunity to work from home once a week or a few days out of the month.

ALL YOU NEED TO DO IS SET UP AN EFFECTIVE WORK FROM HOME POLICY IN ORDER TO KEEP A CLOSE CHECK OVER THE ACTIVITIES OF EMPLOYEES AND TO MAKE YOURSELF FEEL COMFORTABLE ABOUT PRODUCTIVITY.

WHAT KEY AREAS TO BE COVERED IN THE WFH POLICY?

- Listing out or categorizing the employee(s) on the basis of their job description i.e. who can WFH and who needs to visit office;
- Ensuring policy contains suitable clause for security of data/information as primary objective;
- Deciding on working hours of the employee(s); Communication Platform amongst the employee(s) and the employer;
- Clarification about the expenses employer is going to bear, etc.

Having WFH Policy will allow both the employee(s) and the employer to make better decisions and also adds legitimacy to the decisions. It will help employee(s) understand what is expected of them. It can assist in assessing performance and establishing accountability as well. Moreover, a well drafted formal WFH Policy ensures greater transparency between the employer and the employee(s).

HOW TO SET UP AN EFFECTIVE WFH POLICY? DO YOU HAVE ANY QUESTIONS? OR

Need Further Assistance...?

Do let us know. We will assist you.

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Thanks and Regards
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