

**From:** Sanjeev Rana [<mailto:sanjeev.rana@crestechglobal.com>]

**Sent:** 03 June 2020 14:10

**To:** All <[all@crestechglobal.com](mailto:all@crestechglobal.com)>

**Subject:** ESSENTIAL REQUIREMENTS FOR WFH (AT HOME)

Dear All,

Trust all are healthy and doing fine.

Considering the recent Government directives on COVID-19, most of the businesses and travel restrictions have been lifted and we expect an end to lock-down pretty soon.

As an organization we consciously would like to ease the WFH model so as to minimise risk to our associates however it has been observed in some instances there has been an issue of connectivity and availability of associates.

Since the past few months were more or less a stop-gap measure wherein all stakeholders including clients were accepting delays/disruptions due to Connectivity or likewise, however now WFH maybe a “New Normal” and we need to Step-Up as professionals so that WFH can sustain as a model.

More so, now we have the markets and borders opening, it becomes important for all of us to gear-up to take-care of the issues we are facing with connectivity at the earliest.

**Note: Do act on making these arrangements right now, when the relaxations are in place, as the timing and nature of the relaxations are uncertain. It's sensible that we act on it ASAP.**

As long as we are working from home please follow the WFH guidelines that were shared earlier. However, I'm re - emphasizing a few essential requirements.

ESSENTIAL REQUIREMENTS FOR WFH (AT HOME)	
AVAILABILITY	AS PER OFFICE TIMINGS/PROJECT NEED
INTERNET CONNECTIVITY	WIRED CONNECTION WITH 5 MBPS MINIMUM
INFRA : LAPTOP/SYSTEM +MOUSE/ACCESORIES	AS PER PROJECT NEED, CAMERA ESSENTIAL, GOOD QUALITY HEADPHONES, PROPER WORKPLACE WITH NO DISRUPTION

<b>COMMUNICATION MEANS</b>	HANG-OUT/WHATSAPP/PHONE CALLS/ CUSTOMER MANDATED LIKE WEBEX etc.
<b>POWER BACKUP</b>	UPS/INVERTOR WITH ATLEAST 4HRS BACKUP EQUIVALENT
<b>BACK-UP PLAN</b>	<b><i>Ensure you have a Plan B if your internet connectivity is disrupted or if you face any issues with your laptop or other IT Assets. Have a spare Laptop and other devices of your own ready to avoid interruptions in work.</i></b>
<b>REQUEST FOR IT HR, FINANCE &amp; ADMIN SUPPORT</b>	REQUEST AS PER EXISTING PROCESS  RESPECTIVE DEPT. WILL PROVIDE EMAIL SUPPORT/REMOTE SUPPORT/SUPPORT AT OFFICE WITH PRIOR APPOINTMENT

Since this is going to be a long term, it's important to make these arrangements as soon as possible. Bad internet or power failures will no more be an acceptable reason for disruption.

Besides, you should invest in creating a proper working space (table, chair, bigger screens, etc..) for your own health.

People who are in hometowns, back up of your laptop is your responsibility. There is no way we can send replacement from here.

Travelling Home: Some of you might be planning to travel to your home town. Do follow the safety precautions and have a safe trip.

Rgds