

## Working Hours

*'Mahalakshmi Engineering & Construction Pvt. Ltd.'* believes in providing healthy working hours to the employees. We comply with the legal provisions of working 48 hours a week, 8 hours a day. It is a two-way effort and hence the employees are required to reach the workplace on time. This policy covers all the responsibilities of the employee and their reporting times.

### Purpose

This policy establishes guidelines for governing the hours of work and attendance for all employees of the Company.

As a general condition of the employment, employees are required to adhere to the work schedule designated by the Organization.

This is to provide basic duty hours for each employee who is part of the Company

### Scope

The policy is applicable to all employees of the Company

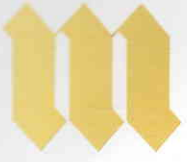
### Standard Work Hours

The conventions of the ILO (International Labour Organization) have set 48 hours a week as the standard working time for employees, and anything over that is considered 'excess'. The Factories Act, 1948 of India also caps work hours per week at 48 hours, and the employer has to provide overtime wages if this is exceeded.

### Office Timing

The following are the office hours:

<b>Head Office</b>	
<b>'Monday to Saturday'</b>	<b>'9:30AM to 6PM'</b>
<b>Branch/Site/Plant Office</b>	
<b>'Thursday to Tuesday'</b>	<b>'9AM to 5:30PM'</b>



The employees will be allowed a week off on every 'Sunday' for Head Office and 'Wednesday' for Site/Plant office.

## Responsibilities of Employees

The employee is required to report at the work at '9:30AM' to head office & '9AM' to Site/Plant office sharp. Employee shall not be late than '15 minutes' from the reporting time.

On being late for more than '3' times, the employee will be notified about the same. If the behavior keeps being repeated, any day that the employee arrives late would be considered as an unpaid leave.

