

Doc. No. **HR/Policy/01/V:2.00/2021****POLICY TITLE:** Working hour policy**Approved by:**
General ManagerIn-charge Division/Department: HR/
Accounts Department

The Company reserves the right to request the employee to work up to 48 hours per week without overtime compensation in accordance with the provisions of The Factories Act 1948.

The Company operates 5 day a week with a standard working hour of 47 ½ hours per week.

The standard working hours shall be subjected to the change at the discretion of the Management.

The Standard working hours are:

Monday to Friday, timing from 8 am to 6 pm

Lunch break is from 1 pm to 2 pm (time slot for each employee is ½ hour for lunch and 15 minute for breakfast, 15 minute for tea)

Standard working hours may vary, subject to revision, according to business needs and the specific needs of the departments. When the need for altering of standard working hours arises then the employees will be notified.

All employees are required to swipe-in the access card provided by the company when reporting and swipe-out when moving out of office on official work or at the end of the working day. No employee shall swipe-in or swipe-out another employee's card and if such incidents noticed employee shall be subjected to disciplinary action.

Overtime Hours Policy

There are occasions when employees are required to work overtime which is the portion of an employee's working time in excess of the standard working hours.

All employees are allowed to work a total of 12 hours per day. All employees are allowed to work a maximum of 72 hour overtime per month.

Employees must get approval from working beyond the standard working hours before they perform overtime.

Management reserves the right to add/amend/replace/withdraw the policy at any time without any notice.

General Manager

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