

Attendance & Working Hours Policy

OBJECTIVE:

This policy will serve as guideline to regulate and manage official business working hours across all locations of CMS Computers, CMS Traffic Systems and its subsidiaries and affiliates.

SCOPE:

This policy applies to all Full Time employees, Consultants, Independent Contract employees, working with the Organization. This does not apply to staff deployed at client sites who will be governed by the client contract and/or client working hours.

EFFECTIVE DATE:

This policy is effective 1 August 2023 and supersedes all policies and guidelines issued earlier.

All employees need to be present in office for 8.5 hours every day. In case an employee has availed Flexi hours, he/she needs to ensure the mandatory working hours for the day are logged in. Any shortfall in working hours during the week may lead to adjustment of the Earned leave proportionately. For employee convenience, we have implemented flexi hours (8.5 hours within this period) which can be availed by all employees (other than project assigned staff at client locations). It is the responsibility of the employee to keep reporting manager informed. Since we require cross departmental, collaborative work, all employees need to be available in office during Core hours defined below.

Procedures & Rules:

Flexible Work hours : 8:30AM to 7:00PM

Working Duration : 08:30 hours (Every employee must complete 08:30 hours a day for it to be considered as a full working day.)

Core hours : 10:30AM to 05:00PM

Half Day : Complete 4 working hours

Lunch break : 13:00PM to 13:30PM

Monthly off : All Sundays and Saturdays (Except 1st Saturday)

Public Holidays : As declared by HR

Registering Attendance:

It is mandatory for every employee to register attendance on the bio-metric machine while coming in or going out after his/her scheduled working hours to avail full day attendance. Sales/ Project employees/ Engineers reporting to customer site have to enter their movements on web (for attendance) on daily basis. In case of Support employees "OD Application" needs to be filled in UNO system. The same is to be considered whilst claiming for conveyance.

Hours of Attendance & Flexible Working Hours (FWH):

1. The working hours for all offices will be from **9.30AM to 6.00PM** which includes 30minutes of lunch break.
2. The Flexi working hours will be from **8:30AM to 6:30PM** across all offices.
3. While taking advantage of Flexi timing, the "Core Time" during which employees are expected to be present in the office is **10:00AM to 5:30PM** which is mandatory to meet business needs.
4. Arriving beyond **10:00AM** will be considered as half-day and shall be deducted from leave balance.
5. If any employee is unable to complete **8 ½ hours**; the same will be treated as half-day and deducted from the available leave balance.

Late Coming/Early Going:

A grace time of 2 hours is permitted in case of an emergency with approval in writing from the manager. This is for a maximum of 2 occasions per month and should be truly used as an exception. In such cases, an employee can come up to 2 hours late or leave 2 hours early (6.5 hours should be completed in any case). After 2nd occasion for every late-mark or early going thereafter, your attendance will be considered as 'half working day' and half leave will be deducted from privilege leave. In case if there is no privilege leave credit available, casual leave shall be deducted. If no leave balance is available it will be considered as Leave without pay (LWP)

In case of late attendance due to floods/ strikes, rules regarding late attendance may be waived. However, the decision for the same lies solely at the discretion of the Head HR/ Management

Working hour for Women Employees:

For Women employees if job demand to work beyond normal working hours, they can work from 8:00 am but not earlier & in the evening not beyond 8:00 pm. In case of late sitting beyond 8:00 pm prior authorization of **Both Reporting manager as**

well as Local HR/Admin is required. Reporting Manager should ensure that adequate transportation is available with appropriate oversight during the journey.

Responsibility:

- BU Head/Departmental Head shall be responsible for approval
- HR shall be responsible for controlling and monitoring the process.

Please Note:

1. **“Online Leave Application”** to be filled within 5 days from availing leave. The same needs to be get approved from Reporting Manager.
2. All leave applications will be considered only if they are done through the online leave request. If an employee fails to apply electronically, then it will be considered as **“Leave without Pay”** same applies for OD / Manual Attendance & Compensatory off.

UNO Link (Online leave application system): uno.cms.co.in/uno/login.aspx

3. All the Leaves / OD / Manual Attendance / Comp off applications are to be approved by Reporting Manager within 5days from the date of application to avoid “Leave without Pay”
4. In case of emergency leave, the same should be applied in the system within 2 days of resuming to avoid LWP.

CMS Computers Ltd reserves the right to revoke flextime privileges at any time for reasons including, but not limited to, scheduling conflicts, concerns regarding the productivity of employees, and a decline in customer service levels.