

الشركة السعودية للاستثمارية لإعادة التدوير

Saudi Investment Recycling Company

سياسات عمليات الموارد البشرية

Working Hours Policies

Date (13. April 2023)

Working Hours

1. Official Working Hours

1. The official working days at SIRC are five (5) days a week from Sunday to Thursday, with Friday and Saturday being the weekend.
2. The Official working hours at SIRC are forty (40) hours a week, eight (8) hours per working day.
3. The normal work schedule is flexible and starts from 7:30 am and ends at 03:30 pm, or 8:30 am and ends at 4:30 pm. Prayer and lunch breaks are included in the eight (8) hours period and the working hours per day cannot be reduced by forfeiting these breaks.
4. Exception may be made for positions that require different working hours due to nature of work. These working hours will be set by the Concerned Department in coordination with HR Operations-
5. The HR Manager may request to modify work timings to ensure the achievement of business needs and the overall benefit of SIRC the modification of work timings requires receiving the approval of the CEO,
6. Employees must adhere to the official working hours, and HR Operations shall adopt the means it deems appropriate to track and record employees' time and attendance.

2. Ramadan Working Hours

1. The working hours during the holy month of Ramadan for Muslim employees shall be thirty (30) hours per week. divided as six (6) hours per working day of the work week.
2. SIRC compensates its employees that are required to work for eight (8) hours during the holy month of Ramadan, and the additional two (2) hours will be accounted for as overtime hours.

3. Non-Muslim employees shall work as per the regular official working hours for eight (8) hours during the holy month of Ramadan.
4. Non-Muslim employees shall adhere to the religious rituals related to the holy month of Ramadan.
5. The work timings during the holy month of Ramadan will be set and announced by HR Operations

3. Prayer & Rest Periods

1. Employees are entitled to take dally breaks for prayer time.
2. SIRC is committed to ensure that employees are given a period of rest and prayer, and employees will not be requested to work for more than five (5) consecutive hours without having a rest period of at least 30 minutes.

4. Overtime

1. SIRC seeks to maintain a healthy work life balance for its employees and encourages its employees to carry out and complete their duties within the set working hours.
2. In exceptional cases, SIRC would grant overtime allowance where certain tasks or duties cannot be performed during normal working hours.
3. Overtime refers to the additional hours worked after normal working hours, holidays, work during their weekly days-off and weekends.
4. In cases where an employee is required to work additional hours, the Direct Manager is responsible to clearly specify the reasons for overtime and it must be written
5. Overtime policies are applicable to employees at Grade 40 to 51.
6. The maximum limit for overtime during workdays is twenty (10) hours per week, divided as four (2) hours per working day.
7. The maximum limit for overtime during holidays or weekends is eight (8) hours per day.

	Business Days	Business Days	Public Holidays & Weekends
Grade	Hours Per/Day	Hours Per/Week	Hours Per/Day
52 to 62	NA	NA	NA
40 to 51	2	10	8

8. The Direct Manager is responsible to formally approve the request of overtime hours for his employees.
9. The Direct Manager Shall ensure the attendance of his employee during the approved overtime hours.
10. All approved overtime allowances Will be processed by the HR Operations in accordance with Saudi Labor Law guidelines.
11. Overtime hours are rounded to the nearest fifteen (15) minutes.
12. The minimum requested overtime is one hour per day.
13. The overtime pay is calculated as follows:

During official working days & weekends	During public holidays
1.5 X Overtime Hours X Hourly Rate	2.0 X Overtime Hours X Hourly Rate

5. Time Keeping & Attendance

1. Employees are required to commit to official working hours and schedules and are required to inform their Direct Manager in the event of absence or delay.
2. Direct Managers are responsible to monitor their direct reports' timely attendance on a daily basis.
3. In the event of repeated events of employee being late to work, the HR Operations has the full right to carry out disciplinary action that it deems appropriate as per the Disciplinary Actions section of the Employee Grievance policies.

6. Working Remotely

1. The default arrangement is for all employees to work from SIRC offices
Working remotely needs to be approved prior to working remotely
2. For persons employed to work remotely on a permanent basis. it should be stated in their employment contract and there should be a primary address from where the person will work from. In such cases it is the responsibility of the employee to ensure that the working conditions are suitable for him/her to perform duties effectively.
3. Working remotely on a permanent basis Will only be allowed in special cases and with the approval of the EVP of HR and SS It will also only be allowed for certain types of work that can be done effectively in this manner.
4. If it is found that the remote working conditions is not suitable to allow for work to be done as required. the concession to work remotely will be revoked.
5. Approval for working remotely on a temporary basis Will only be given if there are business reasons to support the request,
6. When working remotely the following requirements applies:
 - All the company policies must be adhered to
 - The working conditions must be suitable to perform his/her duties
 - There should be an adequate internet connection and safe data transfer arrangements
 - The person must always be available during working hours.
 - In case the participates in video conferencing, the dress code of the company applies
 - The employee's supervisor should ensure that the required work to be done in this period has been defined clearly and can be performance managed.
7. The employee may apply for working remotely in a temporary basis to be approved by the employee's supervisor If the employee is working remotely for longer than 3 days at a time, HR approval is required. Similarly, if an employee IS working remotely for more than twice In one-month HR approval is also required.

8. HR may at any time request the reason for working remotely and assess its reasonableness in terms of business needs. Should it be found that the reasons are not valid the employee should immediately return to the office. The abuse of the working remotely policy may lead to disciplinary action for both the employee and the person providing the approval.
9. Continuous request for working remotely will be evaluated by HR and may lead to a change in employment contract conditions or if found unacceptable to the company, termination of the agreement.
10. Before the approval for working remotely is given the relevant manager should ensure that the latest security software has been loaded on the employee's computer and that data transfer will be safe
11. Working remotely without approval will be deemed absent without permission.

7. Out of Office Notification

1. An employee must notify his Direct Manager before leaving the workplace for any reason during work hours.
2. The Direct Manager shall make the necessary arrangements to ensure business continuity when his direct reports leave during official working hours.

8. Public Holidays

1. The official public holidays shall be announced by HR Operations
2. All employees are eligible for regular payment during public holidays.
3. The public holidays are granted as per the Saudi Labor Law:
 - Eid Al-Fitr Vacation: 4 days starting from the day after 29th day Of Ramadan as per Umm AlQura Calendar,
 - Eid Al-Adha Vacation: 4 days starting from day of Arafat.
 - National Day Vacation: One (1) day which is on September 23rd.
 - Foundation Day Vacation: One (1) day which is on February 22nd.

Official Leave Dates			
Eid Al-Fitr	Eid Al-Adha	National Day	Foundation Day
4 Days starting from the day after 29th day of Ramadan.	4 days starting from day of Arafat.	September 23 rd .	February 22 nd

4. The following policies related to public holidays Will be observed at SIRC:
- The employees shall be compensated for Public Holiday that falls on weekend days.
 - Public holidays that fall within the days of employee's annual leave shall not be deducted from his balance.
 - The employee shall not be granted the National Day leave when it falls on one of the days of Eid.
 - All employees are entitled to Public Holidays. If an employee is required to work overtime during a Public Holiday: prior approval of the concerned Direct Manager and the Concerned Director/ Chief Officer should be obtained.
 - The CEO has the authority to extend and modify the Eids' holidays as required.