

Hoonartek Shift Allowance Policy Experian V1.3

Approved By: - Nishant Shukla, Head HR, Hoonar Tekwurks Private Limited

Date: – 14-Jun-24

Hoonartek Shift Allowance Policy Experian

1. Purpose & Scope

The objective of the policy is to implement Shift working as per Business need in the organization. This Allowance is paid only for India region.

2. Roles and responsibilities

Reporting Manager:

- An employee will be officially assigned to a Shift as per the project requirement.
- HR is intimated on attendance@hoonartek.com about the project requirement to be allocated/ changed in Keka about respective Shifts.
- The completed timesheet and approval for the same will be provided.

Employee:

- Make a request for Shift Allowance payment to the respective Reporting Manager through mail and BU Head Approval in cc.

HR:

- Verify the request with time logs of the employee in Keka and Time Sheet System going forward.
- Approve the Shift Allowance payment as per the Shift Allowance Policy
Send the data to payroll team as per the cut-off date/deadline for salary processing

Payroll team:

- Shift Allowance processed along with the salary subject to all statutory deductions as per applicable laws.

3. Guidelines on Shift Allowance

Following is the Table on basis of which the Shift Allowance in INR shall be disbursed monthly for persons working at desk:

Time of Shift (India Time)	Shift Allowance per day
7:00 am to 4:00 pm	250
3:00 pm to 12:00 am	350
11:00 pm to 8:00 am	500

- ❖ Flexitime will not be applicable to employees working in Shift and hence the client agreed SLA / timings will be strictly monitored.
- ❖ The Shift Allowance is applicable only for days on which the employee has worked in the Shifts as per the Slab mentioned above.
- ❖ The allowances paid monthly per government IT regulation will be subject to individual tax deductions as applicable (shown in salary slip).

- ❖ Employees working in general shift will not be eligible for Shift Allowance

- **Exclusions:**

- ❖ Apart from the specific payments and allowances mentioned in this policy, any further expenses, which in reasonable course of the service would not have been incurred, shall not be reimbursed.
- ❖ The Company shall not pay the expenses including but not limited to expenses for alcohol, entertainment, parties, personal trips, purchases and the like.
- ❖ Any expenses which are incurred over and above prescribed limits as mentioned in this Policy shall not be payable by the Company.

- **Note:**

- ❖ The policy outlined is subject to change from time to time as per client and business decision
- ❖ The policy contained in this manual may be added to, deleted or changed by the company at its sole discretion and without any prior intimation to the employees. The changed policy shall be uploaded on the Keka portal.
- ❖ It is the employee's responsibility to keep themselves abreast with the changes in the policies.

- **Project requirements:**

In the event, any client or customer of the Company insists on providing different set of benefits to the employees deputed on its project, for that specific project, the Company reserves the right to give such different benefits and convey the same to the said employees vide issuing separate letters. It may, in such case, be possible that employees working on different projects may be provided with different travel related benefits. Once such project requirement is over or any new project has started wherein no such benefits are given by such client or Customer Company, the benefits conferred under this Policy shall be automatically applicable and any such letter issued shall stand void with immediate effect.

Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	30-May-19	
1.0	Second Release – Final document after review and approval for circulation and implementation.	01-Jun-19	Nishant Shukla
1.1	Third Release - Company name changed from LLP to Private Limited	30-Jul-21	Nishant Shukla
1.2	Fourth Release - Company logo change	31-Aug-22	Nishant Shukla
1.3	Fifth Release – Update in company logo based on branding guidelines from Top Management.	14-Jun-24	Nishant Shukla

Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No change suggested. Document signed off for implementation.	1-Jun-19	Nishant Shukla
1.0	Second Review - Company name changed from LLP to Private Limited	29-Jul-21	Nishant Shukla
1.1	Third Review - Company logo change	30-Aug-22	Nishant Shukla
1.2	Fourth Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla