

Hoonartek Shift Allowance Policy Airtel V1.3

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

Date: – 14-Jun-24

Hoonartek Shift Allowance Policy Airtel

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 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

1. Employees will be officially assigned to a Shift on instruction from the Reporting Manager
2. The Reporting Managers are responsible for communicating the change in Shift plans to the HR.
3. Following is the Table on basis of which the Shift Allowance in INR Rs. shall be disbursed:

Time of Shift (India Time)	Shift Allowances Rate/ Day	Transport (to and fro)/ Shift end (For Pune employees)
6:00 am to 15:00 pm	700	300
14:00 pm to 23:00 pm	800	300
22:00 pm to 7:00 am	1000	300

- Flexi-time will not be applicable to employees working in Shift and hence the work 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. Same Shift Allowance will be applicable if the employee is asked to work

on weekends and fixed holidays as per the rotational schedule.

- If the employee has worked from home instead of reporting to office under unavoidable circumstances, then the employee will be eligible for only Shift Allowance and not Transport Allowance. The same has to be informed to HR by the respective Reporting Managers in advance along with the time Shift worked in.
- Shift Allowance is treated as Salary and taxed at the prevailing income tax rate depending on the tax slab of the employee.
- Employees working in general Shift will not be eligible for Shift Allowance.

Note –

- The policy outlined is subject to change from time to time as per business needs.
- The policy contained in this manual may be added to, deleted or changed 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 employee's responsibility to keep themselves abreast with the changes in the policies.
- This policy is applicable only to Airtel Optimus project as of now and any other teams working in shift have to inform in advance and take approval from HR for same.

Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	31-Dec-18	
1.0	Second Release – Final document after review and approval for circulation and implementation.	01-Jan-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.	01-Jan-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