

**Applicability:** All Employees

Reviewed By            Corporate HR

Recommended By    CHRO

Approved By           CEO

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<b>Key area : Office Timing Policy</b>	<b>Policy Title: Office Timing Policy – for IT &amp; Support</b>
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### **1.0 Objective:**

The intent of this policy is to bring flexibility regarding the Office Timing for employees operating from offices.

### **2.0 Scope:**

This policy is applicable to all employees upto grade E06/D06 based in India except Nashik location.

**Sectors included-** IT, Product, Engineering Services, Shared Services, Sales

**Sector excluded-** BPO

### **3.0 Business Hours :**

- 3.1** The Official business hours are 9 hours for Mumbai & Bangalore, 8 hours for Chennai & 8/8.5 hours for Puducherry (as per applicable shifts) including 30 minutes for lunch break, except for weekly off days as applicable for respective location.
- 3.2** The Reporting Managers (E+1) of every employee are required to update the shift schedule on Pulse before commencement of every month.
- 3.3** An employee working in general shift would have the flexibility to reach office between 8:30am and 10:30am and accordingly may leave office between 5.30pm and 7:30pm respectively after completion of required business hours. Similarly, employee working in project specific shift will have flexibility of +/- 1 hour from start/end of the shift time. Such an arrangement should be with the approval of the **E+1**.
- 3.4** Delivery head(s)/Functional Head(s)/Project Manager(s)/Manager(s) shall allocate resources based on defined **project specific shifts / working hours**.

### **4.0 Attendance tracking and regularity :**

- 4.1** All employees need to swipe their access card while entering and exiting the Office.
- 4.2** Attendance and recording of time is based on first swipe-in and last swipe-out as per data captured in the attendance system (access card swipe system).
- 4.3** All employees are required to complete required business hours on every business working day as mentioned in point no 3.1 above. If half day leave is availed on any business working day the required working hours is calculated by dividing the official business hours excluding 30 minutes lunch break for the schedule shift by 2.

- 4.4** In case biometric machine fails to record the attendance for any reason, employees are required to regularize the attendance within 3 working days of irregular attendance/swipe record missing date, using pulse web application or Mobile application.
- 4.5** In case, more than 30 minutes of business working hours spent outside the office premises, system generated intimation shall be sent to E+1 of the respective employee.
- 4.6** Employees visiting clients / Other Datamatics Locations for official work during business hours are required to fill OD and regularize the attendance on pulse within 3 working days.
- 4.7** Attendance data captured becomes an input data for processing payroll.

## **5.0 Attendance Shortfall and Implication**

- 5.1** Shortfall in working hours on business working day (required work hours minus actual work hours) is termed as **short-timing**.
- 5.2** Short-timing up to 1 hour on any business working day will be adjusted against the extra hours worked in the same week (excluding weekly off days) in which the short-timing has incurred.
- 5.3** Any short-timing not adjusted with the extra hours worked (as mentioned in point no.5.2) shall be aggregated and considered as monthly Cumulative short-timing.
- 5.4** Short-timing more than 1 hour on any business working day will be added in monthly cumulative short-timing.
- 5.5** Monthly cumulative Short-timings shall be treated for deduction as follows:
- 5.5.1** Monthly cumulative short-timings up to 2 hours – No Deduction
  - 5.5.2** Monthly cumulative short-timings over 2 hours and up to 4 hours shall result in deduction of half day GL/LWP (Leave without pay) in case of insufficient GL balance.
  - 5.5.3** Monthly cumulative short-timings over 4 hours and up to 8 hours shall result in deduction of 1 day GL/LWP (LWP in case of insufficient GL balance) and thereon Half Day GL/LWP deduction for every 4 hours short-timings.
- 5.6** Any swipe missing not regularized using leave, OD and compensatory off within 3 working days of attendance/swipe record missing date, the system will consider as Leave Without Pay.
- 5.7** Any regularization of shift post 3 working days shall not be considered as regularized by the system.

## **6.0 General:**

- This policy outlines the spirit behind the company's approach in bringing absolute transparency in communications as regards its policies. Therefore, personnel covered

by this policy are expected to respect the rules and standard procedures governing this policy. Where circumstances are abnormal or situations not anticipated or defined in this policy arise, such matters should be referred to the HR Department for resolution in a matter that is consistent with the whole aim and spirit of this policy.

- Deviation to this policy in any form will not be entertained and will be viewed seriously.
- This policy supersedes all other policies, procedures and practices prevalent on this subject till date. The company reserves the right to add to, alter to, amend or cancel this policy at its discretion.