

Attendance and Working Hours Policy

This document has been created to provide the employees of Highbar Technocrat with a clear idea about the office timing, daily working hour expectation of the company and associated flexibilities and penalties while working from the Head Office “Hindustan Kohinoor Complex”.

Objectives:

- Better Work-Life Balance
- Fostering ownership of assignments at individual level
- Improve comfort and efficiency of employees

Official Working Hours:

1. The office timing is 09:00 am till 06:00 pm (Monday to Friday)
2. Saturday and Sunday are weekly off. However, one may need to work depending on the project requirements and deliverables.

3. Flexibility in the timings:

- a. An employee can come to office between 8:30 am to 10:00 am
- b. The time schedule that an employee is willing to follow should be informed to the immediate superior in advance
- c. The employee has to complete 9 hours working in a day irrespective of entry time
- d. The employee can leave between 5:30 pm to 7:00 pm depending on the entry time after completing minimum 9 hours working for the day.

Example:

If an employee comes at 8:30 am, then he/ she can leave after 5:30 pm after completing 9 hours. Similarly, if an employee is coming at 9:30 am, he/ she can leave after 6:30 pm after completing the 9 hours working. Likewise, if an employee is coming at 10:00 am, he/ she can leave after 7:00 pm after completing the 9 hours working.

- e. In case, the working hours for a day are less than 9 hours, then it will be considered as 0.5 days PL provided that it satisfies the clauses mentioned under the “Late Marks” clauses.
- f. *If any specific client or internal assignment/ meeting/ call/ visit required an employee to be present in office during a particular time, then it will supersede this policy and every employee needs to honour this.*
- g. The flexible timing is applicable only to the Highbar Technocrat HO employees working at “*Hindustan Kohinoor Complex*” office.
- h. For any employee, deputed on site (including HCC office), the client timings shall be followed without any exception.

4. Late Sitting:

- a. In case, an employee is working for **12 hours or more** continuously on a day, then, 1 hour relaxation shall be given to the employee on the immediate following day.
- b. 8 hours of work is compulsory for considering it as a “Full Day” present in this case.

Example:

- If an employee reports to work at 10:00 am on a particular day and leaves after 10:00 pm, then on the immediate next day, he/ she can report to work latest by 11:00 am and leave at 7:00 pm.
 - If the employee comes at 10:00 am then he/ she can leave after 6:00 pm subjected to complete 8:00 hours of work and intimation to the manager.
 - If the late sitting happens on a Friday, then this relaxation cannot be exercised for Monday.
- c. The late mark will not be considered in this case latest till 11:00 am
 - d. Entry after 11:00 am (but by or before 02:00 pm) will be considered as Late Coming and 0.5 days PL will be deducted, if the employee leaves after 7:00 pm.
 - e. If the employee reports to work after 11:00 am (but by or before 02:00 pm) and leaves before completing 8:00 hours of work, 1 full day PL will be deducted.
 - f. If the employee reports to office after 2:00 pm, then 1 day PL will be deducted.
 - g. This is a special relaxation applicable to the IMMEDIATE NEXT working day in the same week ONLY provided there is no public holiday/ leave in-between.

- h. This special relaxation cannot be accumulated for future use, encashed or transferred.

5. Half Day:

- a. Coming between 8:30 am - 10:00 am, can leave between 1:30 pm to 3:00 pm after completing 5 working hours
- b. Coming to office by 2:00 pm, can leave by 7:00 pm only
- c. Half day shall be considered only if the intimation has been given to the reporting manager in advance
- d. Late coming shall not be converted into half day by putting an intimation after reaching to office or later

Example:

If an employee takes a Half Day leave in the second half and reports to office at 9:30 am then he/ she can leave after 2:30 pm only after completing 5 working hours. If he/ she leaves before 2:30 pm (that is if he/ she doesn't complete 5 working hours) then 1 full day PL shall be deducted.

If an employee takes a Half Day leave in the first half and reports to office at 2:00 pm then he/ she can leave after 7:00 pm. If he/ she leaves before 7:00 pm (that is if he/ she doesn't complete 5 working hours) then 1 full day PL shall be deducted.

6. Late Marks:

- a. Any entry after 10:00 am shall be considered as late mark and 0.5 days PL will be deducted automatically.
- b. Employee coming to office after 10:00 am has to work till 7:00 pm to be considered as half day working.
- c. If the employee reaches office after 10:00 am and leaves before 7:00 pm then 1 full day PL will be deducted.
- d. Any entry after 2:00 pm shall be considered as 1 full day PL by default

- e. There shall be NO “GRACE” period for Late Coming and the PL shall be deducted on the very first occurrence.

7. Canteen Timings:

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| a. Breakfast: | 8:45 am to 9:15 am |
| b. Lunch: | 1:00 pm to 2:00 pm |
| c. Snacks: | 6:00 pm to 6:30 pm |

NOTE:

- Food shall not be served beyond the above mentioned closing timings.
- Due to the place constrain, all the employees are requested not to occupy the canteen seats for long.

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For HIGHBAR TECHNOCRAT LTD.

Arijit Dey
HR - Head