

Working Hours and Workplace Attendance Policy For Employees at Ojas Head Office

1. WORKING HOURS

These are general guidelines of working timings and workplace attendance. Associates should understand spirit of the policy to ensure normal working hours are completed and plan work accordingly. Wherever working hours are directly related to productivity, Associates have to follow standard work times.

Official working timings should be followed as much as possible because our customers work during these hours also. Normally 15 minutes tolerance for arriving and leaving from the office can be allowed. However, the total minimum working hours per day must be followed. Such late coming or early departure needs intimation and approval from immediate reporting Supervisor / Manager.

Considering business needs applicability of working hours and work weeks may vary for Associates based on instructions from the immediate reporting Supervisor / Manager. Work week patterns are 5 days per week and 6 days per week. Work hour patterns are Standard, working hours.

A. Standard working hours are as follows:

Shift	Office Timings	Working Days	Weekly Off
G Shift @ 6 days / week	09:30 AM to 06:30 PM	Monday to Saturday	Sunday
G Shift @ 5 days / week	09:30 AM to 06:30 PM	Monday to Friday	Saturday and Sunday
1st Shift/APAC	06:00 AM to 03:00 PM	Monday to Friday	Saturday and Sunday
2nd Shift/EMEA	02:30 PM to 11:30 PM	Monday to Friday	Saturday and Sunday
3rd Shift/USA	7:30 PM to 04:30 AM	Monday to Friday	Saturday and Sunday

B. Weekly Offs

If business needs to work on currently declared weekly offs on regular basis (due to power cut offs or any other reason), then another appropriate day can be agreed as weekly off.

C. Change in Shifts and Overtime

Usually associates are expected to work in standard shift as applicable to them and communicated by immediate reporting Manager / Supervisor. In case of change in shift, Associates needs to take approval from manager and inform HR Change in Work Pattern Approval to payroll minimum 24 hours in advance.

2. PROCESS GUIDELINES

A. Leave Application

All eligible leaves must be appropriately approved in minimum 2 days advance through OJAS-HRMS by immediate Managers / Supervisors. The same will be applied and approved before proceeding for leave. Leaves will be treated as unauthorized unless it is approved in OJAS-HRMS.

B. Attendance Regularization

- a. For business travel, associates need to inform their immediate reporting Supervisor / Manager about their travel plan by getting travel requisition approved in over email.
- b. Any late entry, early leaving, outside office duty (which needs to leave office / work premises for certain duration) for such events / occasions please regularize attendance by using OJAS-HRMS.
- c. For emergency cases / unplanned cases (personal or official where Associate cannot apply for leave or office duty application in advance), associates need to submit such information through their immediate reporting manager / supervisor to payroll section. Associates have to apply for attendance regularization (leave or Office Duty as applicable) within 24 working hours from resuming back to duty.
- d. Managers / Supervisors must approve deviations only in case of emergency and / or health issues. Respective Manager / Supervisor has to intimate Associates' absence to payroll by e-mail immediately.
- e. Although use of such practices needs a disciplined approach, we trust immediate Manager / Supervisors in this regard. Based on work exigencies this discretion can be used by Managers / Supervisors considering associate and company interest.
- f. All the employees should follow the standard working hours as per their respective shifts.
- g. 3 late log-ins with 15 minutes of grace period will be exempted in a month.
- h. More than 3 late logins in a month, then for every 1 to 3 late logins employee will be having a ½ day loss of pay or it will be deducted from employee leave balance as applicable.
- i. 5 days / week working shift employees need to maintain 45 hours in a week without fail.
- j. 6 days / week working shift employees need to maintain 54 hours in a week without fail.
- k. All Associates have to use OJAS-HRMS for regularizing attendance.

C. Inconsistency in Attendance and Absenteeism

Inconsistency in attendance will not be encouraged. Such practices by any Associate will be discussed with respective Managers / Supervisors to take appropriate actions for improvement. Inconsistency in attendance will be treated as absenteeism and will be dealt with disciplinary action in accordance to law. Any irregular attendance, which is not regularized will be automatically considered as absenteeism. Appropriate pay will be deducted against such absenteeism over and above disciplinary actions.

D. Attendance Reports

Attendance will be captured via standard process and mechanism decided by company (for e.g. Bio-matrix, punch cards or time sheets etc.). HR will communicate attendance monitoring system and report on regular basis through appropriate communication channels. The codification used while publishing attendance report is provided in the table below:

E. Habitual Absenteeism: -

Frequent or habitual absenteeism is not allowed, as it suffers the business such cases will be dealt with disciplinary action which includes termination of Employment.

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