

A) OFFICE HOURS:

Working hours for all employees of ThinkBiz Technology Pvt. Ltd. are Monday to Friday, 9.00 am. – 6.00 pm and on all Saturday, Sunday and Gazetted holidays, the office will remain closed. Lunch break will be for 1 hour.

The Employee has to complete total 9 hours including a break.

B) LATE MARK POLICY

- 1) **All employees are requested to come daily at 9:00 AM.**
- 2) **For morning entry after 10:00 AM will be count as the late mark for the day.**
- 3) **2 late marks till 11:00 am in a month are allowed.**
- 4) For 3 late mark in a month will be counted as a half-day and deduct half day salary.
- 5) From the 4 late marks, a full-day salary will deduct.
- 6) If an employee has done late-night work on the previous day (complete 14 hrs of working as late seating), He/she can request for 2 hrs late coming for another day. For 18 or more working hrs, employees can eligible for 1-day comp off leave.
- 7) If there is a natural disaster like rain, riots, etc then the late entry will be allowed.
- 8) For working on holiday/Weekends late entry will be allowed

C) HALF DAY POLICY

All employees are needed to complete this below working hours.

For Full Day: 8 Working Hours (Excluding Lunch)

For Half Day: 4 Working Hours (Excluding Lunch)

D) FOOD/MEAL REIMBURSEMENT POLICY

1) Lunch bill Reimbursement:

When an employee working on Holiday (Saturday /Sunday /Festive days) in office, lunch reimbursement will be provided per person up to 125 INR, for reimbursement detailed receipt/bill is required for all food/meal each request must be fully itemized, including the amount, date, place. This applies to all employees.

2) Dinner bill Reimbursement:

When employees are working more than 12 hours in a day, reimbursement will be provided per person up to 125 INR, for reimbursement detailed receipt/bill is required for all food/meal each request must be fully itemized, including the amount, date, and place. This applies to all employees.