

WORKING DAYS AND WORK HOURS POLICY

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Introduction

- This policy outlines the standard working days and hours observed at Zignuts Technolab Pvt. Ltd. It aims to establish a structured and productive work schedule that aligns with the needs of the business while ensuring a healthy work-life balance for employees.

Business Days

Standard Work Week Duration

- The standard work week consists of **[5] five days**, from Monday to Friday.
- The working days for individual employees are subject to change depending on the requirements of your projects, clients and other factors. For example, if a client asks for working days to be Sunday-Thursday, employees assigned to that project will have to adhere to that.

Standard Work Week Duration

- In cases where tasks aligned with project schedules, deadlines, targets or similar, and an employee faces challenges in meeting these timelines while maintaining the expected quality, they may need to dedicate extended hours, or even work on Saturdays or Sundays if required. In such cases, any compensation may only be disbursed as per the compensatory off processes outlined in the leave policy.

Adaptive Work Hour Guidelines

Standard Working Hours

- We support and promote flexible timing that matches the individual productivity and work-life. All employees are expected to observe a **minimum of 8 effective working hours** each day. Employees are free to decide their day start time and day end time as per their personal preference or project requirements.
- The standard working hours are from **[10 AM] to [7 PM]**, encompassing the designated lunch break. The flexible timing for individual employee can be from +/- 2 hours from the standard working hours OR depending on the project specific requirements.
- Employees are expected to be present and engaged during these hours to facilitate collaboration, communication, and efficient work progress.

- Each employee is expected to complete a **minimum of 8 effective working hours daily**. A half-day is recognized as a duration of **4:30 hours**, and if the total working hours **are less than 8**, it will also be classified as a half-day. The standard working hours may be subject to modification, depending on various job roles, project and client requirements.
- While adhering to regular timings is a priority, there might be occasions where working beyond these hours is essential to meet client commitments or deadlines or dependencies, to complete tasks etc. Such instances, employees working hours may be required to extend.

Flexibility and Adjustments

- **Flextime:** We recognize the value of flexibility and understand that employees may have different working preferences or personal obligations. The flexible timing for individual employee can be from +/- 2 hours from the standard working hours OR depending on the project specific requirements. Flextime arrangements to be discussed with supervisor and manager based on work needs and individual roles.
- Employees have the flexibility to commence their work day anywhere between **(8 AM to 12 PM)**. In case an employee anticipates arriving earlier or later than these hours, they are required to notify both their manager and the HR department, seeking approval via email.
- Commencing work at a later, flexible time necessitates prior approval from the manager before the employee can proceed. In such instances, employees are expected to fulfill their work hours in alignment with their adjusted starting time.

Breaks and Rest Periods

- All employees are entitled to a maximum of **[1 hour]** of break time each day, which can be taken as short breaks or consolidated into a longer lunch break.
- The standard lunch period is scheduled between **1 PM to 3 PM**, and all employees who wishes to have lunch must take that between the lunch period.
- Employees can opt for a break at their preferred time. In any working day, the total number of breaks **MUST NOT be more than 3** including lunch, tea or any other breaks.

Work Shifts

- There is a standard work shift of **10 AM to 7 PM +/- 2 hours**.
- Depending on the project and client requirements, some employees will be required to work in non-standard shifts such as but not limiting to US, UK or Europe shifts.

Extended Hours and Compensation

- **Extended Hours:** In situations where projects or tasks require additional time beyond the standard working hours, employees may be requested to work overtime.
- **Compensation:** Overtime work may be compensated in accordance with applicable company policies. Compensation options may include additional pay or time off in lieu, as determined by the organization. **(Please refer to Leave Policy → Compensatory Off)**
- It is important to note that to avail benefit of compensation and overtime paid an individual must have the manager's approval.

Time - Tracking System

- Accurate recording of working hours is essential to report individual performance and project's performance.
- Employees must log their hours in the company's designated **Time - Tracking System - ZIGTRACK**. This practice ensures accurate attendance tracking and contributes to seamless workflow management.
- **ZIGTRACK** application is the tool for Timing and Attendance management and tracking. There may be other tools in future to track the attendance and timing, which will be communicated from time to time.
- Employees are required to meticulously record their **Day & Clock IN/OUT timings**. In case of an oversight, if an employee misses a Day In/Out, they must promptly inform HR with their timing details.

- Employees must Clock Out when away from their desk for more than 5 minutes.
- Exceptions apply for meetings or HR activities during which Clock Out is unnecessary.
- All Day & Clock IN/OUT actions should originate from the designated work computer. Mobile phone usage for this purpose is strictly prohibited.
- In case of non-compliance with time tracking, stringent action will be taken.

Conclusion

- All employees are required to adhere to this Working Days and Work Hours policy. This policy will be periodically reviewed and updated as needed to align with changing business needs and best practices. Failure to comply with these expectations will result in appropriate actions being taken.

For any feedback, suggestions or to report any issues, write to hr@zignuts.com



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