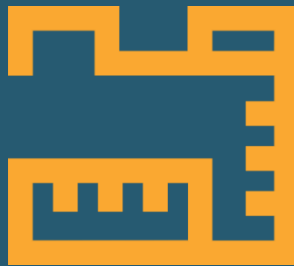




TIME OFFICE POLICY

Policy No: CUB/19 - 20/002

Version 1.1



www.cubastion.com

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1. PURPOSE

The purpose of this document is to provide complete information working hours and shall cover such rules & regulations so as build compliances to work schedules.

2. SCOPE

The policy shall be applicable to all the employees (Full time, Interns, trainees, employees on notice period, Probationers) of **Cubastion Consulting Private Limited** including its group company/ies (collectively the "Company").

3. EFFECTIVE DATE

The policy shall come into force from **1st July 2022** till any further changes/addendum is released.

4. GENERAL TERMS

4.1 Working Days & Timings

A **working day** by definition shall comprise **nine (09) hours** out of which **eight (08) working hours** and a break of **one (01) hour**. Though the normal working hours are between **9:30 AM** to **10:30 PM** from **Monday** through **Friday**, however, an employee may be required to work on a shift basis that comprises of eight working hours and an hour for break. The shifts may be scheduled across **24 hours** a day, **7 days** a week and **365 days** a year. The shift timings may change from time to time based on client(s)/project(s) requirement on which an employee will be notified in advance.

Employees may be required to work beyond official timings due to exigencies of work.

4.2 Core Working Hours

Core working hours are the set of hours when all employees should mandatorily be in office premises.

For employees working in General shift, the core working hours will be from **09.30 AM to 6:30 PM**.

Full Day shall comprise of minimum **8 hours 45 minutes**.

Half Day shall comprise of minimum **5 hours**.

Important: *Employee working less than minimum **five (05)** hours in a day shall be treated as leave and subsequent deductions will be applicable basis on the available leave balance as per the salary processing cycle. In case of insufficient leave balance(s), applicable deductions will be done.*

4.3 Flexi Timings

Flexi timing means adjusting the daily work schedules around the core working hours.

Examples: An employee can opt for **starting** the working day between **9:30 AM – 10:30 AM** and accordingly **leave** between **6:30 PM – 7:30 PM**. All employees availing the flexi timings should complete the standard **nine (09) hours** on a daily basis and should align with working hours with Cubastion Office Timing Policy.

Important: Prior approval is mandatory from the HR.

Employee at client location need to follow the respective Client's office timing Policy.

4.4 Work from Home

Cubastion believes that all employees maintain a work life balance. If an employee cannot make it to office due to any reasons such as taking care of family member, medical emergencies, etc., we suggest an employee takes a leaves to take care of the concerns. An employee cannot raise the request for work from home.

However, in case an employee is on leave and there is any urgencies on work front, he/she may be asked to work from Home. The request of work from home for an employee can only be raised by his/her team lead/RM/HOD to HR and seek approval with a justified supporting reason.

5. ATTENDANCE RECORDING

5.1 Daily Attendance Recording

1. Every employee must comply with applicable attendance guidelines so that their

attendance and leave record is maintained accurately within the **HRMS**.

2. To ensure that accurate records are maintained for the hours an employee worked, it is mandatory to use the **Face Recognition/Biometric Attendance System**, thus mandating everyday '**Punch-In**' and '**Punch-Out**'.
3. Employee will receive their attendance data via email notification on a weekly basis. Also, system notification is sent out on daily basis in case attendance is not marked.
4. Employee working out of Client Location need to submit their daily attendance/ timesheet using **Attendance Regularization Request (ARR)** through **HRMS**.

5.2 Business Tour/ Out-Door Tour/ Conferences/ Seminars

1. All employees going out of office on either tour/outdoor duty or conferences or seminars are required to send email to their respective department head along with CC to HR before going on-duty. Also, they are required to regularize their attendance using ARR on HRMS.
2. Regularization request of attendance for a day should be raised by employee within **three (03)** working days. Request(s) raised post that can be rejected without giving any reason.
3. If an employee **fails** to **regularize his/her attendance** before the monthly cut-off date of attendance cycle, the same shall be considered as '**Leave**' and the leave balance shall be adjusted accordingly. In case of no leave balance, it will be treated as **absent/ Loss of pay (LOP)**.
4. After reviewing and resolving any discrepancies, the reporting manager shall approve the employee's time and attendance data, and the same is then reflected in the concerned employee's attendance data for the month.

6. IMPORTANT INFORMATION

1. Cubastion does not appreciate employees working late to complete their tasks. It is an employee's responsibility to finish the assigned task with the stipulated time of a given working day.
2. If an employee stays late frequently, the HR team may discuss with respective team lead / manager about such frequent requirement(s).
3. Cubastion defines a working day as **nine (09)** hours. Any extra hours put in by an employee cannot not be contested for any kind of consideration.
4. An employee needs to maintain an average of **nine (09)** working hours per working day in a month. An employee falling short of the average hours will be intimated verbally by

HR. If there is no improvement, the same will go as a written warning.

5. If an employee falls short of the average working hours for a specific quarter, the same will be adjusted with the leave balance available with the employee. The shortfall of nine **(09) hours** shall be counted **one (01)** day leave. Adjustment of the shortfall(s) will be done in the next consecutive month following such particular quarter.
6. Maintaining **average monthly hours** will be given a particular weightage and will have direct impact on the appraisal rating during the Bi-annual Performance appraisal process.
7. It is mandatory for an employee to update timesheet on daily basis.
8. Employees working from office are advised to mark their daily attendance through Face recognition App only. Frequency of **ARR** will be monitored and you may be notified for such frequent incident(s). It has a direct impact on your performance review.

7. DISCLAIMER

Company's Absolute Right to Alter or Abolish the Policy

Cubastion's Management reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time, before, during or after the policy year is completed (without any prior notice)

8. DOCUMENT VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION	OWNER	APPROVER
V1.0	20190101	Dhananjay Kumar	Initial Release	HR	CPO
V1.1	20220701	Rohit Kumar	Change	HR	CPO

This brings us to the end of this document. For any further assistance or clarification, please contact **HR Department** or email us at hr@cubastion.com.

Frequently **A**sked **Q**uestions

Q1: I missed my attendance due to technical glitch. How can I get this corrected in the HRMS?

A1: For any such incident, you are required to take screenshot of the error being displayed in the attendance capturing device (iPad) and share the same with HR. Also, at the end of the day, raise and ARR for the day for approval.

Q2: I have marked my in in-time, however forgot to mark out-time. Please advice?

A2: For any such incident, you are required intimate HR on, the same day, or next day via email. Also, raise ARR with correct/actual In-time and Out-Time, mentioning the reason. HR after due verification, may accept/reject the request. It is advised not to make such habit as a mandate to mark the daily attendance.

Frequently**A**sked**Q**uestions