**AlphaDot Technologies Employee Work Hours Policy**

**1. Purpose**

This policy outlines the official work hours for employees at AlphaDot Technologies, along with guidelines for breaks and the consequences of non-compliance.

**2. Scope**

This policy applies to all employees of AlphaDot Technologies.

**3. Official Work Hours**

* **Daily Work Hours**: Employees are required to be present at the office from 10:00 AM to 7:30 PM.

**4. Breaks**

* **Lunch Break**: Employees are entitled to a 45-minute lunch break.
* **Evening Break**: Employees may take an additional break of 15-20 minutes in the evening.

**5. Reporting and Compliance**

* **Punctuality**: Employees must report to work on time and adhere strictly to the official work hours.
* **Exceptions**: Any exceptions to the work hours must be reported to and approved by HR well in advance.

**6. Consequences of Non-Compliance**

* **Disciplinary Actions**: Failure to comply with the work hours or taking unauthorized breaks can result in disciplinary action.
* **Serious Actions**: Persistent violations may lead to salary deductions or termination of employment.

**7. Reporting Concerns**

Employees with concerns or queries regarding this policy should feel free to reach out to HR.

**8. Commitment to Punctuality**

AlphaDot Technologies expects all employees to be punctual and adhere to the work hours outlined in this policy.