

# Shift and Transportation Policy

January 3, 2024  
Version

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# Revision History

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1	0.1 (Draft 1)	12 Jul 23	All	Pradeep Augustus	Ramachandra Kodi	Initial Version
2	0.1 (Draft 2)	14 Jul 23	Sec	Srinivas Murthy	Dhanapal Dasari	
3	1.0	24 Jul 23	All	Pradeep Augustus	Shiv Kumar	Approved
4	2.0	07 Feb 24	Sec 3.2.	Vinay Sikharam	Ramachandra Kodi	

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# 1. Summary

In keeping pace with the pressing needs of clients and shift working requirements, some of Valtech India employees may work during non-regular business hours (normal business hours: 9:00am to 6:00pm IST, Monday to Friday, excluding declared public holidays).

Valtech India seeks to provide facilities for such non-business hours working and shift-based working. This policy document outlines such benefits and facilities extended to employees.

# 2. Applicability

This policy applies to all the associates who are on rolls, trainees, sub-contractor, and contractor of Valtech India entities and working on non-regular business hours or in shifts.

# 3. Policy description

## 3.1 Key definitions

3.1.1 Regular shift: Valtech India regular working hours are from 09:00 AM to 6:00 PM Monday through Friday excluding declared public holidays.

3.1.2 Non-regular shift: This refers to the time worked other than the Regular Shift hours

3.1.3 Shift Allowance: The compensatory value in terms of money, which is paid to the associate working in non-regular shifts. Shift Allowances are applicable to certain specific projects/departments only and associates working for such specific projects/departments.

3.1.4 On-Call Allowance: The compensatory value in terms of money an associate is paid for being available 24/7 for on-call duty. On-call duty is invoked by placing a call to an employee on-call for that period.

## 3.2 Shift Allowance Guidelines

3.2.1 Since different projects cater to different clients in different geographies, the monetary value of Shift Allowances may vary from non-regular shift working hours and duration.

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3.2.2 The Rate Card of the different non-regular shifts are as follows:

Shift Type	Period	Amount	Special Shift*	Amount*
Shift Type (Weekday) 8-9 hrs	Morning	500		
	Evening	500	1.30PM to 11.00PM (9 hrs)#	850
	Night	850	5.30PM IST to 2.30AM#	1150
Shift Type (Weekday) 8-9 hrs	Odd night	850		
Shift Type (Weekend) 8-9 hrs	Morning	600		
	Evening	600	1.30PM to 11.00PM (9 hrs)#	1050
	Night	950	5.30PM IST to 2.30AM#	1300
Shift Type (Weekend) 12 hrs	Morning	1100		
	Evening	1300		
On Call Allowance (Per day)	Weekend / Holiday / Others	600		

3.2.3 Relevant Shift Allowance rates would be approved by reporting manager and communicated to the People and Culture Team on or before 22<sup>nd</sup> of every month for payroll processing.

3.2.4 Shift Allowance monetary value / rates are subject to change from time to time based on management discretion.

### # Managing the exception

1. Exception to policy for change in allowance amount must be made by Practice Lead with rationale for exception
2. Such exception will be applicable only to Valtech India management approved project / SOW for agreed specific period.
3. If such exception impacts Valtech financially then additional budget needed must be funded by customer (or ICBO country) additionally outside the service and solution delivery budget.
4. All other process steps and terms & conditions applicable as per policy

## 3.3 Transportation – General points

3.3.1 Commute to office during business hours (9 AM & 6 PM IST) by associates on their own

3.3.2 Cab facility will be provided to those who work on non-regular shifts.

3.3.3 Cab facility for women associates working post 8 PM IST – at all offices.

3.3.4 For the safety of women employees, a security personnel will travel in the cab.

## 3.4 Bengaluru office specific points

3.4.1 Associates working late hours due to extend project work i.e. after 9 PM can avail cab facility

3.4.2 Pick-up & drop from/to nearest Metro station during business hours i.e. RV Road Metro Station, Jayanagar, Bengaluru

3.4.3 Shuttle operates (Metro station Pick-up/drop) between 8:45 AM & 7:15 PM IST on business days (Excluding Saturday, Sunday & Local Public Holidays)

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### 3.5 Gurugram office specific points

3.5.1 Cab facility to the nearest Metro will be provided for employees working in regular shift working post 9pm due to extended project work.

3.5.2 On need basis Corporate Ola account will be provided for associates for utilizing cab facility subject to manager's approval.

### 3.6 Pune office specific points

3.6.1 Associates working late hours due to extend project work i.e. after 9 PM can avail cab facility

3.6.2 On need basis Corporate Ola account will be provided for associates for utilizing cab facility subject to manager's approval.

### 3.7 Dinner

Dinner facility currently limited to Bengaluru offices due to external limitations.

3.7.1 Dinner for evening and night shift associates will be provided. (Intimation about the dinner requirement must be provided by the reporting manager for the subsequent week to GenAdmin by EOD Friday of the current week).

3.7.2 Subsequent week roster for dinner and cab facility needs to be shared with GenAdmin by EOD Friday, of the current week in advance.

## 4. Additional information

4.1 Providing transportation facility for women employees will need prior intimation from reporting manager. Women employees are requested to forward the email approval of reporting manager to the GenAdmin team ([IN.generaladmin-team@valtech.com](mailto:IN.generaladmin-team@valtech.com)), please send request email before 6pm on each working day.

4.2 Intimation of non-regular shift associates' cab requirement by the reporting manager for the subsequent week must be provided in the current week Friday EOD, to be sent to GenAdmin.

4.3 Bengaluru Office shuttle timings on Monday to Friday, excluding declared public holidays, for registration reach out to GenAdmin team ([IN.generaladmin-team@valtech.com](mailto:IN.generaladmin-team@valtech.com)):

4.3.1 Drop to office from RV Metro station at 8.45am, 9.15am and 9.45am

4.3.2 Drop to RV Metro Station from Office at 6.15pm, 6.45pm and 7.15pm

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