

# **FAQs ON WORKING HOURS**

**(Refer to the Policy Guideline in Ultimatix > Knowmax > My HR > India > My Workplace > Working Hours)**

**Q. 1: I am working as a retainer in TCS. Is working hour policy applicable to me as well?**

Ans: Yes. This policy is applicable to all full time employees, Business Associates, Contract Consultants (Retainers), ACE Associates and Academic Interns of TCS who are working in India (from TCS Offices, Client Offices or any other location).

Pls. note that the employees on an International Assignment outside India will be governed by the Working Hours policy at the Host Country for the duration of the Assignment.

**Q.2: What are the working hours defined as per TCS Working Hour Policy?**

Ans: The Working Hours for TCS are defined as 45 hours per week. A 30 minute break for lunch is provided everyday which is not included in the 45 working hours per week. TCS follows a 5 day working week from Monday to Friday.

Pls. note that the Work Timings may vary across locations and all employees are expected to adhere to the Work Timings defined for their respective location.

**Q.3: I am working in the Night Shift. Do I have to still follow the Working Hour Policy?**

Ans: Yes. All employees who work in a shift (other than the general shift) should comply to the following:

- The employee should work for the minimum/required Working Hours per day and per week irrespective of the shift timings.
- The shift timings should be based on project requirements.
- The shift timings should be approved by the Project Owner.

Pls. note all employees should comply with the Working Hour Policy irrespective of the project to which they are allocated.

**Q.4: I am working at the client's site. In this case do I have to follow the Working Hour policy of TCS?**

Ans: Employees working at client's sites and/or on client's projects are expected to adhere to TCS Working Hours and Work Timings unless explicitly informed otherwise by the respective IOU/Location HR.

**Q.5: I am working in the Night Shift as per my Project requirement. In this case will the Infrastructure Services be available to me?**

Ans: Yes. All Support Groups in a location are responsible to ensure that their respective services (Company Transport, Infrastructure Services, Helpdesk, etc.) are available for employees during the defined Working Timings for that location.