TCS India Policy - Extended Working Hours

VERSION 8.0

Document Release Notice

This policy on Extended Working Hours, Version 8.0, is published for use in TATA Consultancy Services (TCS) with effect from 01 Nov 2018.

This document is subject to TCS Document Control Procedure.

Soft copy of the latest version of this document is available in MyHR in Knowmax.

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Applicability

This policy is applicable to all Full Time Employees of TCS India who are working in India locations.

This policy is not applicable to Contract Consultants, ACE and Academic Interns.

Note: Employees allocated to BPS projects will be governed by the India (BPS) policy - Extended Working hours defined for the BPS revenue stream.

Introduction

Regular working hours for TCS India are defined as per the 'Working Hours Policy' *(Refer TCS India Policy - Working Hours in MyHR)*. However, to respect work commitments made to clients and to ensure business continuity for the Organisation, it sometimes becomes imperative for employees to work extra hours beyond their regular timings. At such times, while it is important to meet deadlines, TCS also wants to ensure that the employee who is working extended hours is provided with the facilities which will enable him/her to do their work comfortably and efficiently. Hence, TCS has a policy for 'Extended Working Hours'.

Purpose

The purpose of the policy is to provide employees working extended hours with basic facilities which will enable them to do their work comfortably and efficiently.

Provisions

1. 'Extended working hours' for the purpose of this policy is defined as follows:

    -   When an employee works for 2 hours more than the regular working hours per day. *(Refer TCS India Policy -Working Hours Policy in MyHR)*

    -   When an employee works on weekends or holidays.

2. Employees working extended hours are entitled to the following:

    i.   Meals consumed up to a limit of Rs. 150/- per day.

    ii. Conveyance: For the purpose of conveyance, night timings have been defined for each location, in keeping with the region specific safety requirements.

        -   Employees working outside the night timings defined for the location are entitled to claim reimbursement for local conveyance on actuals.(*Refer TCS India Policy - Local Conveyance)*

        -   In case the extended hours run into night timings as defined for the location then company arranged and paid transport will be provided. (*Refer TCS India Policy – Company Transport)*

            Note: For details on branch specific Night Timings employees may contact Location HR / Location Admin.

3. To ensure safety of women associates during night transit TCS has laid down certain security measures. (*Refer Appendix A for Safety of Women Associates during Night transit.*)

Terms and Conditions

1. All payments are in INR only.

2. All reimbursements are through a direct deposit in the employee's ERA Account.

3. All expenses related to entitlements in this policy are booked against the respective Project WON/SWON.

4. To ensure compliance with Goods and Service Tax (GST) norms, certain mandatory requirements will need to be provided at the time of submission of claim requests. These may include confirmation on availability of Vendor GST registration number and the details of such number where it exists; details on whether the claim pertains to goods or services; details of invoice and so on. Employees are expected to cooperate with the same

5. Eligibility for entitlements as per this policy are based on the discretion of the Project Approver, hence before requesting for reimbursement, an employee who is required to work extended hours should discuss the same with his or her Project Approver and get a prior approval.

6. Requests for reimbursement will not be processed without submission of valid proof (bills for meals and wherever possible for conveyance).

7. TCS reserves the right to change or discontinue any/all provision/s of this policy including but not limited to the entitlement, and procedure; at any point of time.

8. Employees working extended hours at client sites will be governed by the policy of that Client. In the absence of a similar policy at the client site, the TCS policy will apply.

Procedure

Creation of the request

1. **(i) For claiming conveyance**

   a. The employee can raise a request for reimbursement through Ultimatix as follows:

   Ultimatix > Employee Services > Employee Self Service > Global ESS > Claims and Advances >   Apply Claim> Shift Working/ Extended Hours

   b. The request is sent for approval to the Project Approver along with the supporting documents as proof of expense.

   c. Once approved by the Project Approver, the request is sent to the Finance team

   (ii) For use of company transport during night timings

   (Refer TCS India Policy - Company Transport)

   Note: Employees working during night timing as defined for the location, may contact the local Admin team for details on availing these facilities.

2. **For claiming reimbursement towards meals**

   a. The employee can raise a request for reimbursement through Ultimatix as follows :

   Ultimatix > Employee Services > Employee Self Service > Global ESS > Claims and Advances > Apply Claim > Shift Working/ Extended Hours

   b. The request is sent for approval to the Project Approver along with the supporting documents as proof of expense.

   c. Once approved by the Project Approver, the request is sent to the Finance team.

   Note:

   i. *The requests for reimbursement should be raised within 2 weeks of incurring the expense.*

   ii. *For all claim requests which mandatorily require submission of proof of expense, self-attested scanned proofs must be submitted in GESS, irrespective of the amount being claimed.*

   iii. *While the claim will be processed based on scanned copies of bills/receipts uploaded in GESS along with the claim request, employees are expected to retain the original documentary evidence/valid bills of expenses incurred, for re-submission in future, if required. .*

Approval of the request

a. The request is sent to the Project Approver for an approval.

b. The Project Approver verifies the proof of expense, the period for which it has been claimed and approves the request for allocation of the cost to the project (WON or SWON).

c. After the above approval, the request is sent for a MAC approval.

d. After MAC approval, the request is sent to the Employee Claim Reimbursement Team for further processing.

Payment processing (for conveyance/meals)

a. The Employee Claim Reimbursement Team processes the request.

b. The payment is made through a direct deposit to the employee's ERA account.

Appendix A

Safety of Women Associates during Night transit

The following guidelines should be referred to for the safety of women associates during night transport:

- The location Admin team should schedule pickups/drops such that a woman associate is not picked up first or dropped last.

- Under exceptional situations, when a woman associate has to be picked up first or dropped last, there should always be a security guard / escort accompanying the woman associate. While choosing the guard, Admin has to ensure that Guard's credentials are verified and being displayed. There should be periodic and random checks to ensure that there are zero violations.

- Women associates should be routinely reminded about the following points:

  - Store the numbers of the local police and key emergency contacts on mobile phones. Also, assign speed dial facility to important numbers.

  - Maintain enough balance in the mobile phone, to make emergency calls.

  - Do not enter an unknown vehicle.

  - Confirm the driver's identity and authenticity before entering a vehicle. During pick up at night shifts, it is advisable for the women associates to call the Admin Helpdesk and verify the Registration Number of the vehicle along with the driver and security escort's name, before getting picked up in case they are the first pick up, or availing a vehicle where there is no TCS associate already seated or there is an occupant, whose identity cannot be verified.

  - Notify family members about the vehicle number, type, route and expected time of arrival. This information should be conveyed in an overt manner, so that the driver / passengers know that these details have been conveyed to the family members.

  - Avoid sitting on front seats and sit in the rear seat after ensuring that the child lock is not on since this may prevent you from getting out of the vehicle.

  - Do not discuss personal matters or any plan of action in the vehicle.

  - Remain alert and do not wear expensive jewellery.

Revision List

Revision No.	Policy effective date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for Change	Change Type (add/modify /delete)	Policy revision/ Document revision
8.0	01 Nov 2018	27 Nov 2018	Applicability Revised	Applicability & Procedure sections	Policy Review	Delete	Document Revision
7.0	01 Aug 2018	30 July 2018	Claim requests will be processed based on scanned copies of valid bills/receipts	Procedure	Change in GESS Claims process	Modify	Policy Revision
6.0	01 July 2017	30 June 2017	Updated clause related to Goods and Service Tax (GST)	Terms & Conditions	Statutory compliance	Add	Policy Revision
5.0	20-Feb-16	27-May-16	Updated Ultimatix path	Procedure	Change in Global ESS path	Modify	Document Revision
5.0	20-Feb-16	27-May-16	Revised procedure for submission of supporting documents.	Procedure	Process Review	Modify	Document Revision
4.0	01-Apr-13	15 Mar 2013	The limit for meals reimbursement has been revised from INR 75 to INR 150 per day.	Provisions	Policy review	Add	Policy revision
4.0	01-Apr-09	15 Mar 2013	Added references to other related Policies and document level corrections	Throughout the document	To help understand the policy in its entirety	Modify	Document revision

4.0	01-Apr-13	15 Mar 2013	Added provisions for conveyance during night timings.	Conveyance	To ensure safety of associates during night timings	Add	Policy revision
4.0	01-Apr-09	15 Mar 2013	Added guidelines on safety of women associates during night transit	Appendix A	To ensure safety of women associates during night timings	Add	Policy revision
4.0	01-Apr-09	15 Mar 2013	Updated Ultimatix path for raising reimbursement requests for conveyance and	Procedure	Digitization in GESS	Modify	Document revision
3	01-Apr-09	14-Mar-12	Document updated in TCS format	Throughout the document	To bring in line with TCS format	Modify	Document revision
3	01-Apr-09	14-Mar-12	Updated applicability section	Applicability	Release of separate policy for BPO	Modify	Document Revision
2	01-Apr-09	01-Apr-09	Amendment to the eligibility clause.	Eligibility	Amendment required to the eligibility criteria	Modify	Document Revision
2	01-Apr-09	01-Apr-09	Change in procedure to incorporate the process of payment to the Business Associates	Procedure > Payment Processing	Same as above	Add	Document Revision

1.2	01-Apr-09	01-Apr-09	Removed the definition of regular working hours as 8 hours with 45 minutes break and replaced it with a reference to the working hours policy	Introduction	Release of TCS India Working Hours Policy	Modify	Policy Revision
1.2	01-Apr-09	01-Apr-09	The definition of Extended Working Hours has been changed from '10 hours working per day' to '2 hours more than the regular working hours'.	Provisions (point no. 1)	Same as above	Modify	Document Revision