

### **1.1 Overtime**

All the field employees (Surveyors/Inspectors/Samplers) for all locations including Mumbai will work 6 days a week for a total of 48 hours a week. However, they will be expected to carry out inspections beyond the stipulated hours of work and on Sundays/holidays as per work load and they will be compensated in the form of Overtime OR Compensatory leave. Overtime will be paid if the total number of overtime hours exceeds 48 hours every week (Monday to Saturday).

In case of normal working days (Monday to Saturday), overtime will be considered and calculated for the additional hours after completion of 48 hours on a weekly basis. Overtime is calculated as follows = (no. of overtime hours in a week x hourly basic salary x 2).

In case of Sunday or Public holiday, overtime will be calculated for the total hours spent at the inspection site and will be calculated as follows = (no. of hours x hourly basic salary x 2).

In case if the surveyor is required to travel on Sunday or holiday for outstation inspection, then he will be eligible for compensatory leave. This leave has to be availed within 30 days.

In case, if an office staff is required to work on a holiday or weekly off, then the staff is eligible for compensatory leave which must be availed within 30 working days from the day it gets credited to employee's account.

**COTECNA INSPECTION INDIA PVT. LTD.****HUMAN RESOURCES MANAGEMENT (HRM)****1. HOLIDAYS AND LEAVE (Kindly refer to the leave policy for details)**

The Employee shall be entitled to a maximum of 25 working days of leave per calendar year January to December on pro rata basis. He will be allowed to carry forward maximum 5 leaves to the next calendar year.

In addition to the above leaves, the Employee shall enjoy 15 public holidays as recognised by Cotecna India every year. Any scheduled holiday or weekly offs during the leave period will not be considered as leave.

When the employment agreement is terminated by either Party, a payment will be made to the employee covering any unused leave. If leaves have been taken in excess of the employee's entitlement, then such leaves will be treated as unpaid leave and deduction will be made from the employee's salary.

Cotecna India may terminate the employee's employment without any payment for the employee's unused leave in case of breach on part of the Employee of Indian Laws, or any of the terms of his employment agreement.

The employee has to submit the approved Leave Application Form while availing leave. In case of any urgent/unavoidable leave, the employee needs to inform the line manager about the same within one hour from the start of office timings. After resuming the duty, the employee must submit the leave application to HR department.

Management reserves the right to grant or refuse any leave to the employees. Mere receipt of intimation does not amount to grant of leave. Leave is deemed to be authorized only after it is approved by the line manager.

In the event of sickness, the Employee should inform the employee's immediate superior within one hour from the start of office timings. Any absences due to sickness exceeding 2 working days must be accompanied by medical certificates duly signed by registered and practicing doctor in India.

As a general rule, a medical certificate must justify all absences of more than two days. However, the Company reserves the right, at all times and at its own costs, to request that the Employee submits a medical certificate attesting his inability to work, from the first day of absence. However, if it is considered necessary, the Company can, at its own expense, have the Employee examined by a doctor of its choice. The Company has the same right in case of repeated absences. Medical confidentiality is however guaranteed.

**COTECNA INSPECTION INDIA PVT. LTD.****HUMAN RESOURCES MANAGEMENT (HRM)**

We have implemented flexible working hours in Mumbai office from **Monday, February 12, 2018** with a view to ease off the problems faced by our staff in Mumbai while commuting to work and returning back home. We will be operating 2 batches simultaneously and the working hours will be as follows:

1<sup>st</sup> batch – 8:30 a.m. to 5:15 p.m. (with 30 minutes lunch break)

2<sup>nd</sup> batch – 10:15 a.m. to 7:00 p.m. (with 30 minutes lunch break)

We will be checking the feasibility of the flexi- timing working hours for the next 3 months and depending upon the effectiveness, we will implement the flexi-timing working hours on permanent basis.

The shift timings of Mumbai office are as follows:

| Mumbai office – 1st batch |                  |          |                      |
|---------------------------|------------------|----------|----------------------|
| DAY                       | IN-TIME          | OUT-TIME | TOTAL HOURS          |
| MON                       | 8:30             | 17:15    | 8:45                 |
| TUE                       | 8:30             | 17:15    | 8:45                 |
| WED                       | 8:30             | 17:15    | 8:45                 |
| THU                       | 8:30             | 17:15    | 8:45                 |
| FRI                       | 8:30             | 17:15    | 8:45                 |
| SAT                       | WEEKLY OFF       |          | 0:00                 |
|                           |                  | TOTAL    | 43:45:00             |
| Break timings             | Monday to Friday |          | 30 minutes every day |

| Mumbai office – 2nd batch |                  |          |                      |
|---------------------------|------------------|----------|----------------------|
| DAY                       | IN-TIME          | OUT-TIME | TOTAL HOURS          |
| MON                       | 10:15            | 19:00    | 8:45                 |
| TUE                       | 10:15            | 19:00    | 8:45                 |
| WED                       | 10:15            | 19:00    | 8:45                 |
| THU                       | 10:15            | 19:00    | 8:45                 |
| FRI                       | 10:15            | 19:00    | 8:45                 |
| SAT                       | WEEKLY OFF       |          | 0:00                 |
|                           |                  | TOTAL    | 43:45:00             |
| Break timings             | Monday to Friday |          | 30 minutes every day |

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## COTECNA INSPECTION INDIA PVT. LTD.

### HUMAN RESOURCES MANAGEMENT (HRM)

Other metropolitan offices:

| New Delhi, Kolkata and Chennai on 1st and 3rd Saturdays |            |          |             |
|---|------------|----------|-------------|
| DAY   | IN-TIME    | OUT-TIME | TOTAL HOURS |
| MON   | 9:30       | 17:30    | 8:00        |
| TUE   | 9:30       | 17:30    | 8:00        |
| WED   | 9:30       | 17:30    | 8:00        |
| THU   | 9:30       | 17:30    | 8:00        |
| FRI   | 9:30       | 17:30    | 8:00        |
| SAT   | WEEKLY OFF |          | 0:00        |
|   |            | TOTAL    | 40:00:00    |

Lunch Break timings will be 45 minutes every working day.

| New Delhi, Kolkata and Chennai on 2nd, 4th and 5th Saturdays |         |          |             |
|--|---------|----------|-------------|
| DAY  | IN-TIME | OUT-TIME | TOTAL HOURS |
| MON  | 9:30    | 17:30    | 8:00        |
| TUE  | 9:30    | 17:30    | 8:00        |
| WED  | 9:30    | 17:30    | 8:00        |
| THU  | 9:30    | 17:30    | 8:00        |
| FRI  | 9:30    | 17:30    | 8:00        |
| SAT  | 9:30    | 17:30    | 8:00        |
|  |         | TOTAL    | 48:00:00    |

Lunch Break timings will be 45 minutes every working day.

| Rest of the branch offices and Laboratories |                  |          |                      |
|---|------------------|----------|----------------------|
| DAY   | IN-TIME          | OUT-TIME | TOTAL HOURS          |
| MON   | 9:30             | 17:30    | 8:00                 |
| TUE   | 9:30             | 17:30    | 8:00                 |
| WED   | 9:30             | 17:30    | 8:00                 |
| THU   | 9:30             | 17:30    | 8:00                 |
| FRI   | 9:30             | 17:30    | 8:00                 |
| SAT   | 9:30             | 13:15    | 3:45                 |
|   |                  | TOTAL    | 43:45:00             |
| Break timings                               | Monday to Friday |          | 45 minutes every day |