



**Work Timings, Compensatory Off and Work
from Home Policy**
Policy Document
v1.00

Limited Document

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1. Work Timings

1.1 Eligibility and Applicability

This policy is applicable to all employees across all locations. However, it should be noted that all client facing staff shall be required to adhere to client timings and regulations thereof.

1.1.1 Working Hours

The regular working hours of the company shall be from 08:45 AM to 6:00 PM from Monday to Friday for all teams/departments. All employees are expected to be in the office for a minimum of 9.25 hours (9 hours and 15 minutes) every working day. This includes a 30-minute lunch-break and a 15-minute tea-break. Employees are expected to do “productive work” during the remaining time (at least 8.50 hours on each working day). On a regular work-week, all employees are expected to deliver results/output equivalent of 42.50 hours as per the industry-acceptable productivity standards.

1.1.2 Lunch Hours

1. Employees are allowed to take a lunch-break for 30 minutes.
2. Lunch-breaks are generally taken between 1.00 pm and 2:00 pm on a staggered schedule so that the company functions in an uninterrupted way.

1.2 Rules and Regulations

1. The Company uses an electronic access control system to ensure accuracy and convenience.
2. All the employees shall swipe in and swipe out whenever they come in or go out during office hours.
3. The employees shall visibly display the ID card while they are in the Company premises.
4. All employees are expected to be regular and punctual in attendance.
5. Late arrivals (without the permission of Supervisors) shall not be permitted
6. If an employee is unable to report for work for any reason, he/she shall notify his/her Reporting Manager/Supervisor before 08 45 AM on that day. The reporting manager/supervisor is then responsible to inform Leave Tracker maintenance Team. Sick leave or casual leave can be applied for in retrospect, once the employees resume work in office.
7. If an employee does not report for work and the Company is not notified of his/her status for 3 consecutive days, it will be construed as unauthorized absence and that the Employee has breached the contract of employment. On such an event, show cause notice will be served to the employee by HR. This may lead to appropriate disciplinary action.
8. If an employee becomes ill while at work or must leave the office for some other reason before the end of the working day, he/she shall inform his/her Reporting Manager of the situation who will in turn inform the Leave Tracker maintenance Team. The absence may be treated as half day or full day leave, as applicable, depending upon the duration of absence.
9. BMS will track attendance through ID card activated access panels at the entry and exit points of the office premises. Absence of such records (due to tail-gaiting) or untimely entry/exit from the premises will attract disciplinary action and may be adjusted against half/full day leave. The employee may be asked for an explanation of the identified lapse.
10. If an employee is not inside the office for a minimum of 8 hours on every working day, BMS will notify the HR team, and the shortfall will be treated as unauthorized absence.
11. Employees who need to go out of office to attend business meetings (including sales meetings) should record this data in the Leave tracker under the heading “On Official Duty”.



2. Compensatory Off

Senior Managers and above may, in exceptional circumstances, grant compensatory off to team members under the following conditions:

1. Employees who work on their Supervisor's explicit instruction for more than 6 hours on a holiday or 6 hours continuously after a regular days' work, necessitated by a critical project schedule.
2. Other instances, for example: where a team member has been regularly putting in extra-work during spike periods (not attributable to any skill limitations, faulty work, poor discipline or any other irregularity on the part of the employee concerned) in which the Supervisor (at a Senior Manager or above level) desires to give compensatory off, they should get those approved by their Segment / Department Head and inform HR.
3. It is the responsibility of the Supervisor who grants Comp-off to justify the reasons involved (to their Superiors or HR).

2.1 Other Conditions

1. If the additional work involves travel, the travel time cannot be considered as work time for compensatory off.
2. Employees working from any of the company's office only shall be considered.
3. Those who are deputed to work at client sites are not eligible.
4. Employees working from home are not eligible.
5. Managers & above will not be eligible for Compensatory off.
6. Compensatory off cannot be given for more than 2 days in a calendar month.
7. Compensatory off can be availed only till end of the next calendar month from the time of approval.
8. Compensatory off cannot be clubbed with any type of leave.
9. Compensatory off cannot be taken for more than 2 days at a time.

3. Work from Home

3.1 Objective

The objective of this policy is to allow employee to work with the comforts at home in "exceptional circumstances". Instances where employees request to work from home due to their own health issues, to care for ailing dependent, parental commitments etc., are considered as exceptional circumstances. It shall also be guided by the criticality of the project schedule and the unavoidable need of the services of the team member concerned.

3.2 Eligibility and Applicability

This policy is applicable to regular employees.

3.3 Terms and Conditions

1. The facility can only be availed under exceptional circumstances and is not encouraged as a regular practice.
2. Employees whose work does not require frequent interaction with other colleagues and who can operate independently from home may opt for this benefit.
3. Approval from the Supervisor (at a Senior Manager or above level) is required to avail the facility to work from home.
4. The total duration of work from home should not exceed 2 days in a month.
5. This cannot be accumulated or carried forward to the next month.
6. Any exceptions to any of the above conditions have to be approved by the HR Head.