



## QUADRANT RESOURCES Pvt. Ltd.

Working Hours Policy  
Version 1.0

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# Working Hours Policy :

Working hours mean the amount of time that employers expect employees to work in order to get paid. According to the Factories Act of 1948, individuals who have completed 21 years of age are required to work for a maximum of 48 hours per week and 9 hours per day.

Working hours policy is a company document that outlines the expectations for employee work hours, including the standard workday, overtime pay, and meal breaks. It is designed to ensure that employees are not overworked or underpaid and that the company complies with all relevant labor laws.

## **Purpose:**

The purpose of this policy is to establish standard office working hours for all employees of Quadrant Resource. This policy aims to promote a consistent and productive work environment for all employees, while also ensuring that employees have a healthy work-life balance.

## **Scope and Applicability :**

This policy applies to all full-time, part-time, and temporary employees of Quadrant Resource.

## **Office Working Hours Policy**

# Definition

Productivity, teamwork, and the well-being of our employees are the pillars of our work culture at Quadrant. To ensure that we achieve this, we have set up comprehensive guidelines for working hours.

- Regular office hours: 9:00 AM to 6:00 PM
- Workdays: Monday to Friday
- Flexibility: Yes, at manager's discretion.

## Breaks and meal periods

We understand the importance of breaks and meal periods to maintain employee health and productivity. Our policy ensures that employees have adequate time for breaks and meals.

- Breaks: 10 Min in the Morning and Evening
- Meal Periods: 45 minutes

## Overtime

While we value the dedication of our employees, overtime should be managed responsibly. Our policy outlines guidelines for overtime and fair compensation.

- Overtime: The amount of time employees work beyond their standard working hours will be considered overtime. At Quadrant, we acknowledge the hard work of our employees and ensure that they are compensated well for the extra hours they work.
- We are providing Comp-off for the employees who are working on Weekends/Overtime.

## Attendance and Punctuality

At Quadrant, we understand the importance of being present and on time to maintain a productive work environment. Consistent attendance and punctuality are key factors that not only contribute to personal success but also to the overall success of our organization.

### Attendance Expectations

Regular attendance is vital in fulfilling job duties and making valuable contributions to team initiatives. It is expected that employees inform their immediate supervisor or the HR department in advance regarding any scheduled absences. In the event of unforeseen absences, prompt communication is essential. If an absence lasts longer than 3 days, it should be substantiated by suitable documentation, such as a medical certificate or other relevant evidence.

### Punctuality Expectations

Employees are expected to arrive on time for their scheduled work hours. Persistent tardiness may lead to disciplinary action or loss of pay.

### Holidays and Leave Policy

Our comprehensive leave policy is designed to support the well-being of our employees while ensuring operational efficiency. By understanding and adhering to these guidelines, both employees and the organization can benefit from a well-balanced and accommodating work environment.

### Remote Employees:

All Remote employees will have the same Company Benefits as Work from Office Employees only.

**Shift Allowance:** It is applicable to only those employees who are working in night shifts and are eligible for the Night Shift Allowance.

### Types of Leaves:

#### 1. Casual Leave (CL):

All Permanent employees are entitled for 20 days leave annually (pro-rated from date of joining).

### ○ Leave Credit / Utilization Process:

- During probation period, Employee will be eligible for 1 leave per month. These leaves will not be carry forwarded to next month.
- Leaves will be credited to Employee account on Quarterly basis (5 per quarter) after completing the probation period.
- After completing the probation period, at the end of the year only 8 leaves will be carry forwarded to next year.

### 2. Compensatory Off (CO):

#### Working on a national / non-working / festival holiday:

In the circumstances where there is business requirement activity, it may sometimes be necessary for you to work on a national/festival holiday. When this happens, your Reporting manager will discuss and agree with you in advance and you shall be entitled for Comp Off.

### ○ Points to be considered for availing Compensatory Off

- When working on a non-working day /national/festival holiday an employee has to ensure marking attendance by Clock in C Clock out on GreytHR the same day. The regularization of attendance for a such day is restrained, therefore attendance marking for a minimum of 9 hours is essential to earn a Compensatory Off.
- Once the employee logs in their attendance for above mentioned day, a Compensatory Off will be generated C sent to the Reporting Manager for approval the next day. Post approval, a Compensatory Off will be credited in employee's Comp Off balance in the greytHR C can be availed within 30 days of its accrual.
- Compensatory Off cannot be used for half-day nor carry forwarded beyond 30 days.

### 3. Maternity Leave (ML):

This policy provides information about the leave that all Female employees of Quadrant are entitled to under the Maternity Benefits Act, 1961 as may be amended, modified, supplemented, or re-enacted thereof from time to time and any rules ("Maternity Act").

A female employee shall be entitled for maternity leave after working in the Company for a period of not less than 90 (Ninety) days in the last 12 (twelve) months. We at Quadrant provide Maternity Leave for a duration of 8 Weeks (2 Months).

Incase of any further extension to this leave will be considered under LOP on approval from Delivery Head / HR Head.

#### **4. Other Rules:**

1. Employees must communicate the leave details/dates to respective Reporting Managers via email and get approval for the same in writing.
2. All leaves to be applied in GreytHR and get it approved before Payroll cut off dates for the particular month.
3. In case of non-regularization, the same will be considered as LOP without any further communication.
4. We do not have advance leave policy.
5. CL can be availed 0.5 days as well.
6. In case of WFH the same must be regularized in GreytHR without fail.

This policy supersedes all the existing policies and in case of any changes or modifications to this policy will be communicated to all the respective stakeholders.

#### **Holiday Calendar :**

- The Holiday Calendar is published at the start of every year or in December of the previous year. The calendar is also circulated through email for our employees to plan their holidays.

At Quadrant we believe that clarity on working hours is crucial for ensuring the success and overall well-being of our organization. By following these guidelines, we aim to create a work environment that promotes productivity, teamwork, and mutual respect. We have faith in our employees to prioritize punctuality and responsible time management, as this contributes to a workplace where everyone can thrive.