

Policy Title	Xactly India Shift Allowance Policy
Policy Owner	Human Resources
Revision Date	October, 2024
Effective Date	October, 2024
Approvers	CHRO
Applicable Attachments	

POLICY

The Xactly India Shift Allowance Policy outlines the allowance employees receive for working shifts outside the typical daytime hours (9 AM to 6 PM IST). In certain departments or business groups, providing business support across global time zones is necessary. Additional eligibility criteria and further details are provided below.

It is important to clarify that shift working is not the same as a “regular/standard shift” where an employee is staying late or coming early due to project needs and/or to catch-up on pending work or stretching to meet a deadline.

This policy is separate from the **Xactly India Compensatory Time Off and Weekend On-Call Allowance Policy**.

ELIGIBILITY

The following individuals are covered under this policy:

- Active regular full-time employees and temporary/trainees, who are paid under the Xactly payroll system and are at the job level of Sr. Manager (M4) or below.
- Employees in all departments are covered under the scope of this policy if they are assigned an alternate shift other than the Day Shift (9am to 6pm IST) and meet the criteria above. Refer to the table below for the shift hours.

EXCLUDED INDIVIDUALS

The following individuals are excluded from being covered by this policy:

- Individuals classified as Contract Staff (not on the direct payroll of Xactly).
- Individuals classified as External consultants (not on the direct payroll of Xactly).

WORKING ALTERNATIVE (Non-Standard) SHIFTS

Working hours for the assigned designated shifts are noted below. Employees typically working the standard day shift can request/apply for the other shift schedules if slots are available and they are qualified for the available slot. In some cases, an employee may rotate from one shift to another, and this should be tracked using the method of time keeping provided by HR.

India Shift times do not change based on Daylight Savings Time in other countries.

Employees working alternative shifts shall adhere to the Xactly India Holiday calendar, with each department responsible for ensuring optimal coverage to maintain business continuity. If there is a business requirement and an employee is requested to work on an Xactly India public holiday, please refer to the **Xactly India Compensatory Time-Off and On-Call Allowance Policy** for further details.

Shift Allowances will not be paid while an employee is on unpaid leave (leave without pay).

ALLOWANCE FOR SHIFT TIME

The below chart explains the allowances provided for different shifts (with conversion to Pacific Standard Time as reference). Daily rates as needed would be calculated using the monthly rate divided by 20. Actual allowances paid each month will vary based on the number of working days in each month. Allowances are subject to all applicable payroll taxes.

Shift	Shift Hours	Transportation	Monetary Allowance Below Managers	Monetary Allowance Managers
1.Morning Shift (APAC)	6AM - 3PM IST 4:30 PM – 1:30 AM PST	Transportation Provided	INR 8,000/Month	INR 10,000/Month
2.Day Shift (Standard)	9AM - 6PM IST 7:30 PM – 4:30 AM PST	No Transportation	No Allowance	No Allowance
3.Afternoon Shift (UK/EMEA)	2PM - 11PM IST 12:30 AM – 9:30 AM PST	Transportation Provided	INR 8,000/Month	INR 10,000/Month
4.Evening Shift (US/East)	6PM – 3AM IST 4:30AM – 1:30PM PST	Transportation Provided	INR 15,000/Month	INR 18,000/Month
5.Night Shift (US/Other)	9PM – 6AM IST 7:30 AM – 4:30 PM PST	Transportation Provided	INR 15,000/Month	INR 18,000/Month

TRANSPORTATION:

For eligible shifts, employees will receive transportation to and from the office or residential address, through a company arranged transport service, free of cost. HR will provide the instructions on how to enroll in this program.

Measures to protect women working from office in alternative/non-standard shifts:

- Special arrangements shall be made for protection of female employees working at or before 6:00AM and after 8:00PM including transportation.
- Female employees shall be in a group (**minimum 5 women employees**) as a

safety precaution. If this minimum is not met, women employees will be expected to work from home.

- The supervisory officer should schedule pickups/drops such that a woman employee is not picked up first or dropped last.
- Security guard or a colleague shall accompany the driver in the cab, if a woman staff working in a night shift is either the first to be picked or last to be dropped off
- GPS based monitoring of cabs with panic buttons will be made available.
- SMS alerts or information systems shall be installed.
- Necessary background verification of drivers, security guards etc. shall be done, in accordance with applicable law.
- 24X7 operational CCTV at vital locations or places such as entry/exit, common passages etc. shall be commissioned.
- In case of exigencies, change of drivers/routes/shifts shall be allowed only with the prior knowledge of supervisory officers or the concerned employee.
- Random, and periodic checks shall be conducted by supervisory officers to ensure compliance with this policy.

TIME KEEPING APPROVAL OF SHIFT TIME

Managers to verify and approve the recorded shift time through Google sheet (or other designated process as outlined by Human Resources).

SHIFT ALLOWANCE PAYMENT PROCESS

Managers must record shift hours using the current designated process or methods outlined by Human Resources. This information, along with approval from the direct Manager, **should be submitted to India Payroll for the previous month on or before the 3rd of the next month.** The Payroll department will then process the data for the next month's payroll. Delays in informing payroll may result in payment being postponed to the following month.

QUESTIONS

All questions regarding Xactly's India Shift Allowance Policy should be directed to your Manager and /or Human Resources representative. Timekeeping and payroll administration questions should be directed to your Manager and /or Human Resources representative. Employees may also submit questions via the Xactly Help Portal.

RIGHT TO CHANGE OR CANCEL THE POLICY

Xactly reserves the right at its sole discretion to modify or cancel this policy at any time.