

LTC-Hack Limited

## **Working Hours Policy**

*Effective Date: Thursday, July 24, 2025*

### **1. Purpose**

To provide clear guidelines on standard working hours, attendance, breaks, overtime, and flexible arrangements, ensuring a balance between employee well-being and company productivity.

### **2. Scope**

Applies to all full-time and part-time employees across all LTC-Hack Limited offices and remote locations.

### **3. Standard Working Hours**

- Official working hours: **9:00 AM to 6:00 PM**, Monday to Friday.
- Total working time: **8 hours per day** (excluding breaks).
- Total work week: **40 hours**, exclusive of overtime.

### **4. Attendance & Punctuality**

- Employees are expected to maintain **98% monthly attendance** (excluding approved leave/holidays).
- Employees arriving late more than **3 times per month** must provide justification; habitual lateness may result in deduction of **0.5 day leave** for every 3 late arrivals.
- Participating in company time-tracking via attendance system is mandatory.

### **5. Breaks**

- Meal break: **1 hour** for lunch (between 1:00 PM and 2:00 PM).
- Two short breaks: **15 minutes each**, one in the morning (between 10:30–11:30 AM) and one in the afternoon (between 4:00–5:00 PM).

### **6. Overtime**

- Overtime allowed only with manager pre-approval.
- Overtime pay: **1.5x standard hourly rate** for time worked beyond 45 hours/week or for public holidays.
- Maximum overtime: **20 hours/month**, except for critical projects with written approval.

## 7. Flexible and Remote Work

- Employees may request **up to 2 work-from-home days per week**, subject to manager approval.
- Flexible start/end times permitted within **8:00 AM – 10:00 AM** start and corresponding end time.
- Employees must be available during core hours: **11:00 AM to 4:00 PM**.

## 8. Exceptions

- Saturday work may be scheduled during critical delivery periods; in such cases, advance notice of **7 days** will be given and compensatory off will be provided within the same month.
- Shift-based roles (e.g., operations team) follow a published roster; such rosters must ensure minimum **one weekly off** and not more than **9 hours/day** with breaks.

## 9. Holidays

- LTC-Hack Limited observes **12 public holidays** per calendar year, as published annually.

## 10. Monitoring and Compliance

- Frequent or unapproved absences recorded as policy violations and may lead to disciplinary action.
- HR will review working hour logs monthly and notify managers of irregularities.

## 11. Review

Policy reviewed annually or as required by business or regulatory change. For clarification, employees may contact [workinghours@ltc-hack.com](mailto:workinghours@ltc-hack.com).