


**Document Identification**

<b>Title</b>	<b>Working Hours Policy</b>
<b>Document Id</b>	<b>HRPO15</b>
<b>Revision Number</b>	<b>1.0</b>
<b>Release date</b>	<b>18/01/2013</b>
<b>Status</b>	<b>Released</b>
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<b>Releaser</b>	<b>MR</b>
<b>Confidentiality</b>	<b>Company Internal</b>

**REVISION HISTORY**

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author(s)</b>	<b>Approved by</b>
<b>1.0</b>	<b>18/01/213</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>Souvik</b>

 <b>KREATIO</b> MONETIZING CONTENT	<b>Working hours Policy</b>	HRPO15
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## 1. POLICY PURPOSE

The Purpose of this policy is to observe punctuality at work

## 2. POLICY SCOPE

This policy is applicable to all employees.

## 3. POLICY DESCRIPTION

### ○ Working Hours

Working hours are from 9.00 AM. to 6.00 PM. - Monday to Friday.

Employees must be present in the Company on Normal working days for 9 hours including the lunch break. Employees can start work at any time convenient to them and finish at anytime, but should necessarily be present in the Office during a core time, between 10.00 AM and 4.00 PM

This is necessary to ensure the smooth functioning of the Company, and Department heads will ensure the attendance in their respective departments.

### ○ Lunch Break

All employees may avail lunch break of 45 minutes duration between 12.00 noon and 2.00 PM


### ○ Attendance / Punctuality

- The nature of our work requires each employee to be present during the regular working hours and all other scheduled occasions. In case, employees fail to take this subject seriously, time-consuming and costly adjustments or replacements as well as unnecessary efforts by the colleagues are the consequence. Each employee is, therefore, responsible for his/her Attendance and Punctuality.
- All employees are expected to be present in the office for 9 working hours, compulsorily during the core time of 10.00 AM to 4.00 PM and punctual at all scheduled occasions.
- The immediate superior should confirm necessary absence.

## 4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

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## 5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.