

### **Usage of Break Time Policy**

The break-time policy has been drafted for enhancing employee well-being and productivity. Regular breaks shall infuse adequate rest to improve overall job satisfaction. By clearly outlining break times and guidelines, we ensure that all employees have the opportunity to rest and recharge, leading to a more engaged and motivated workforce. The expected outcome of this policy is a healthy and energetic work environment where employees can balance their work responsibilities with personal well-being, resulting in increased efficiency, higher morale, and sustained productivity.

The break time policy has been communicated to all employees by their respective team members. This policy outlines the expectations and guidelines to be followed during breaks to ensure a balanced and productive work environment.

#### **Guidelines:**

1. **Scheduled Breaks:**

- ✓ Employees are encouraged to take their breaks at the scheduled times. This helps maintain a consistent workflow and ensures everyone has the opportunity to rest.

2. **Break Duration:**

- ✓ Breaks should be limited to the allocated time. Any extensions should be discussed with and approved by the immediate supervisor.

3. **Break Areas:**

- ✓ For Work from Home: The break area should be around the workspace and should be within the vicinity of 1 kms.
- ✓ For Employees working from office: Break should be taken in dedicated break area without disturbing the other employees who are working. should be within the vicinity of 1 kms.

4. **Activity During Breaks:**

- ✓ Employees are free to engage in activities that help them relax and recharge. This may include having a snack, taking a walk, or simply unwinding.

5. **Respect and Consideration:**

- ✓ For Employees working from office: Be mindful of colleagues who are not on break. Keep noise levels to a minimum and avoid engaging them in conversations unless necessary.

6. **Returning to Work:**

- ✓ Employees are expected to return to their workstations at least couple of minutes before the end of their break to ensure continuity in work.

**Note:** Any delays in returning to work will be taken very seriously, and strict action as per the company's policy will be taken for consistent irregularities.

#### **Conclusion**

Adhering to the break time policy is essential for maintaining a healthy work-life balance and ensuring a smooth workflow. If there are any questions or concerns regarding the break time policy, please reach out to your team leader or HR department.