



Attendance and shift allowance Policy

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Review: This document shall be reviewed once a year or at the time of any major change in existing environment affecting policies and procedures, whichever is earlier.

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ATTENDANCE AT PARKAR

Adhering to the stipulated working hours is important in order to plan projects and their implementation as per timelines. Parkar has both, general shift as well as rotating shifts. Parkar aims at providing employees with flexibility without hindering business needs and expects employees to manage time effectively and bring in a balance between their professional and personal life.

WORKING HOURS

- The expected working hours are 45hrs weekly. The general shift timings would fall between 7am and 8pm.
- Generally, Parkar has 5 days of working. Regular working days would be from Monday to Friday. However, the weekly off and the shift timings and working hours may change based on the project/business needs.
- The weekly off will depend upon the shift; it may or may not fall on a Saturday and/or Sunday. In case of project requirements and deliverables, change of shift timings would be acceptable after L1/ Reporting Manager's approval.
- In case we have employees working at the client's office or at an external location, they are required to strictly follow the working hours applicable to the employees of the client/external location.
- The timesheets must be approved by your reporting manager or resource manager in the HRIS.
- Access card for security and attendance purpose will be provided to everyone.
- All employees should swipe their access cards while moving in and out of the office premises and the system will calculate the attendance hours based on the swipe in and swipe out data.
- In case an employee is working for half day, he/she will need to apply and get the same approved in the HRMS. Please note that one has to productively work for at least Five hours (5) on that day to qualify for half-day.

TRANSPORT FACILITY

- In case any female Employees are retained beyond 8.30PM for work during a working week, the company shall arrange for transportation with appropriate security personnel.
- Notice of transport requirement needs to be provided along with necessary approvals at least 1 day in advance to the Admin Team.

Note: Please refer to the Company Transport / Cab Availability Guidelines for more details.

WORKING IN SHIFTS

Parkar may require employees to work regularly in shifts, including night shifts, based on business need.

General Working hours and shift hours have been mentioned below:

Shift	Timing
General	Falls between 7 AM to 8 PM
Shift 1	3:00 PM to 12:00 AM
Shift 2	11:00 PM to 8:00 AM
Shift 3	6:00 PM to 3:00 AM

Employees may be assigned work schedules or 'shifts' outside the normal office hours based on business and client needs.

Employees may be required to work permanently in evening/night shifts as part of the below roles/ teams: Service Desk, Application Support, Production Support, Operations, US IT Recruitment, US Sales, Pre-sales etc.

This is applicable to employees who are specifically recruited to work in the evening/night shift and the same is discussed and agreed by the employee at the time of hiring process. In these scenarios an Employee will not be eligible for any shift allowance.

ON CALL SUPPORT

You may be rostered to provide On-Call support to any issues/tickets post working hours or on weekends/holidays. If you are rostered for On-Call Support, you should be available over phone as well as able to connect to the office network as required to attend to issues/tickets.

Operations Support Team: An Employee scheduled for on-call support would receive an allowance of INR300 per day. Compensatory leave would be applicable basis hours worked. i.e.

- If an Employee is scheduled for on-call support and does not receive any call/ticket during on call then he/she would not be eligible for a compensatory off.
- If an Employee is scheduled for on-call support for 3 to 5 hours, he/she will be eligible for half day compensatory leave.
- If an Employee is scheduled for on-call support for more than 5 hours, he/she will be eligible for full day compensatory leave.

Development Team: An Employee scheduled for on-call support would receive an allowance of INR 2500 per day. Employee would also be eligible for compensatory leave within 30 days of your shift day.

Please note: On-Call Allowance shall be applicable to confirmed Employees only

Guidelines for On Call Support Allowance

1. L1/ Reporting Manager is required to periodically update the shift roster and keep HR Team intimated.
2. L1/ Reporting Manager will be responsible to review the activities performed during on-call support. Compensatory off will be granted to eligible Employees based on the work performed during on-call support.

WORK FROM HOME POLICY (WFH)

We are committed to provide a convenient working environment to our employees in roles which require them to work from office regularly. WFH request can be considered post necessary pre-approvals.

WFH – to be limited to 2 per month – should be approved by manager else would get rejected. Any exception must be approved by the Functional Manager.

Guidelines:

- The approval will be accorded on a case-to-case basis with primary focus on an employee's job role and the ability of PARKAR to attain a balance between the business needs vis-à-vis the employee's needs.
- In case of an inter-department, transfer or change in business unit of a WFH Status employee, the new L1Manager should be informed, and fresh approval should be taken for the WFH Status Cancellation/Extension of the WFH status needs to be applied in HRIS by the Employee well in advance.
- The working hours for WFH Employees will depend on project requirements and shift schedule, and this schedule will be managed by the RM/L1 Manager.
- The Employee would be required to adhere to the same. Employees need to ensure that they are fully equipped with the required infrastructure to execute the projects or deliverables E.g. Internet Connectivity, while availing WFH benefit.

HR department of Parkar reserves all the rights to make necessary changes in above policy matters as and when required and it shall accordingly be communicated to employees at the earliest possible time.

Policy shall be considered as Guidelines for working hours and other related matters.

The L1 Manager is empowered to withdraw the WFH facility if there is any impact on the project deliverables because of infrastructure or any other issues.

VIOLATION OF POLICY

All employees are obligated to report violations of this policy to hrops@Parkar.digital immediately. The ISMS Forum must approve any exceptions to this policy in advance.

ENFORCEMENT

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

DOCUMENT OWNER AND APPROVAL

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff on a secured centralized location with appropriate access control.

