Office Working Hours Policy

Objective:

To provide guidelines to all the employees regarding office working hours:

1) Office timing
2) Late-coming and Early-going
3) Late-coming & Early-going in a half-day framework
4) Attendance while on outdoor office duty during working hours
5) Lunch break

Applicability:

The policy applies to following:

a. On-roll employees
b. Trainees
c. Retainers and Consultants
d. Temporary employees

All above working in Corporate Office, Ahmedabad Office and Delhi Office.

Policy Guidelines:

1) Office Timing:

i. The office timing shall be from 09:30 a.m. to 06:30 p.m. (i.e. 9 hours/day).

ii. Half day definition:
- First Half – 9:30 am to 2:00 pm
- Second Half – 2: 00 pm to 6: 30 pm

iii. Time flexibility is provisioned to employees wherein they may reach office anywhere between 09:30 a.m. to 09.45 a.m.

iv. Time flexibility is provisioned to employees wherein they may reach office anywhere between 09:30 a.m. to 09.45 a.m for full day and
- For half day in First Half – 9:30 am to 9:45 pm till 2:00 pm to 2:15 pm
- For half day in Second Half – 2:00 pm to 6:30 pm till 2:15 to 6:45 pm

v. Employees reaching office later than 09:30 am shall be required to work beyond 06:30 p.m. to adjust such Late coming as well as to ensure completion of 9 hours/day mandate.

vi. All employees are required to record their attendance in the biometric attendance system by swiping in and out two times mandatorily, adhering to office timing.

vii. In an event employee is required to leave during office hours for attending outdoor duty, the employee is required to swipe out in the biometric attendance system and record in the register kept with the Security.

viii. In an event employee reaches office later than the office timing after attending outdoor duty, the employee is required to swipe in biometric attendance system and record in the register kept with the Security

2) Late-coming and Early-going:

a) Late coming:

i. The employees shall ensure not to report office later than 09:45 a.m. on any working day.

ii. Wherein any employee reports later than 09:45 a.m. on any working day (in case of full day) or reports later than 02:15 p.m. on any working day (in case of half day), such accumulated Late-coming and Early-going combined as stated in scenario of Early-going stated below shall not exceed 1 hour during any month subject to a maximum of 3 such instances (combining full day and half day instances) in a calendar month. No deductions/ recovery shall be made from leave balance/ salary for such Late-coming provided the total Late-coming is within 1 hour in a calendar month.

iii. Wherein, if an employee exceeds Late coming beyond 1 hour, subject to maximum of 3 instances, for every instance, the employee shall be required to apply for half day leave against intimation given by time office department.

b) Early going:

i. Wherein an employee leaves office before putting in minimum 9 hours (in case of full day) or 4.5 hours (in case of half day), such Early-going shall not exceed 1 hour subject to a maximum of 3 such instances in a calendar month. While considering 1 Hour and the instances, time of Late Coming shall also be considered. Total instances and Time of Late-coming and early going combined shall not exceed 3 Instances and 1 Hour duration and the time. No deductions shall be made from leave balance for such Early going and late coming combined provided it is within 1 hour in a calendar month.

ii. Wherein, if an employee exceeds 1 hour subject to maximum of 3 instances of Late-coming and early going combined, the employee shall be required to apply for half day leave for each such instance exceeding 3 Instances and 1 Hour against intimation given by time office department.

2) Late-coming & Early-going in a half-day framework:

In event of employee reporting later than 09:30 a.m. and leaving office earlier than 02:00 p.m. without putting-in minimum 4.5 hours of duty on any working day, in such instances, employee will be required to apply for half-day leave

3) Attendance while on outdoor office duty during working hours :

i. Wherein any employee visits to clients place / vendors / customers, etc. directly from his/ her residence for official purpose and reports late to office, such employees shall be governed as per guideline mentioned in point no. **1).vi.**

ii. Similarly, any employee who leaves office early to meet clients / vendors / customers, etc., such employees shall be governed as per guideline mentioned in point no. **1).v.**

iii. Employees reporting late to office / going early from office owing to official tour during official hours and as per **1).vi. / 1).v.** have to mandatorily apply for regularizing their attendance/ outdoor duty in system, mentioning the details of such outdoor duty.

4) Lunch break:

i. The lunch break shall be for half an hour (i.e. any time between 01:00 p.m. to 02:30 p.m.).

ii. Employees going for lunch at designated canteen facility/ going out of office during lunch break are required to adhere to this duration and are required to swipe in and swipe out in the biometric attendance system.

iii. Employees going out of office premises other than during lunch time, would be required to record their exit and entry time in the register kept with the Security.

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Policy governance:

a) These guidelines shall come into effect from 15th January 2019.
b) Internal employees for entry and exit purposes in Office shall use Security Gate where the bio-metric machine is installed.
c) New joinees during their period of induction for settling assistance shall be exempted from the provisions of Late-coming & Early-going as mentioned in the policy.
d) The management reserves the right to exclude any employee from the scope of applicability of above policy guidelines for Corporate Office.
e) The policy deployment shall be reviewed once in a year from effective date

Note: - Any clarification/ justification regarding the interpretation of this policy shall be done with Corporate HR only.

Any deviation from this policy shall not be entertained by the Organization.

President – Human Resource
June 15, 2025