

1. PURPOSE:

KCPPL complies with applicable laws i.e. "The Factory ACT 1948", Gujarat Factory Rules, 1963 and relevant applicable practices on working hours and breaks and public holiday. The intent of this is to facilitate better work life balance of employees and at the same time encourage punctuality and discipline in regularity of attendance.

2. GENERAL PRINCIPLE:

This policy is applicable to all employees across the following locations:

- Manufacturing Unit at Talod, Himmatnagar

3. WORKING HOURS, LATE COMING AND WEEKLY OFF:

- Shift timings are as follows: (Break is provided in each shift as mentioned hereunder)

Shift	I	II	G
Shift Timings	08:00 Hrs to 16:30 Hrs	1600 Hrs to 0030 Hrs	0900 Hrs to 1800 Hrs
OT Rate	As per Act as per factory act.		NA
Working on PH Days	As per Act as per Factory act.		
Working on National Holidays	As per Act as per Factory act.		
Weekly Off Change	Within Three days of Original Week Off and Three Days of Duty		
Shift Pattern	AA	BB	Weekly Off

- Working day are from Monday to Saturday and every Sunday is week holiday.
- For people working in shift including maintenance department, week holiday may be any other day provided Sunday is working day for them. Each worker gets one day weekly off after 6 consecutive days of working.
- Total working hours for each worker is ensured 48 hours in a week.
- For marking of attendance, all employees shall use Attendance Marking Register. It is expected that all employees shall be punctual as a matter of self-discipline. However, in case of an employee coming to work after half an hour, he/she shall be marked late. An employee who comes more than four times late in a month shall be subjected to a deduction equivalent to his/her late coming. For the calculation of a days' salary the Gross Monthly Salary of an employee shall be divided by 30/31.
- It may so happen that and employee comes to office late after attending outdoor assignment. In such case the employee concerned shall keep the HR function informed about such assignment proactively.
- The person from the time office checks and verifies the presence of the workers and synchronizes the attendance data with payroll process.
- Depending on work load, overtime is permitted within legal requirement. However, it is also ensured that over time is not a regular practice.
- Working beyond normal working hours (8 hours per day OR 48 hours per week) on any working day is treated as overtime. Also, working on weekly holiday is treated as overtime.
- Working beyond normal working hours (i.e. overtime) is not demanded from the employees.
- Situation of work load, business requirement is determined in advance and workers are intimated accordingly so that they are mentally prepared to work for overtime.
- **Company provides paid holidays to its employees.** The list of the public holidays is communicated to all the employees at the beginning of the year by displaying them at the main notice board.



- **Short term business demand/urgent business need:**
 - Short term business demand or urgent business need are the circumstances beyond the control of the company such as flood, earthquake, war, major fire or any other natural or emergency incidence.
 - KCPPL ensures that the compensation for the contract workmen overtime is always complies with The Factory Act 1948 and Contract Labour (Regulations and Abolition) Act 1970.
 - In a continued case of habitual late coming, the employee concerned shall make himself liable to disciplinary action as deemed fit. However, it is noted that since all our employees are responsible enough so far as office discipline is concerned and exemplify the highest order of self-discipline, such action may not be required ever.
 - The employee has to intimate to the Time Office in case of Outdoor Duty (OD) by submitting the OD Authorization Form duly approved by the HOD. Generally, all such authorization shall reach the Time Office before the employee proceeds for outdoor duty.
 - All employees are required to verify their or attendance, and if there is any discrepancy to notify to the Time Office immediately.
- 4. PROCEDURE FOR AVAILING LEAVES**
- As a process all leaves shall have to be pre-sanctioned through the Leave Form. Mere application of leave shall not be construed as approval of leave.

