

02 Work Timing and Weekly Offs Policy For HO-BO Employees

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Policy Owner	Chief Human Resources Officer
Function	HR & Admin
Approver	Managing Director
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Objective:

The Company has defined the working hours for different departments and sections. This policy outlines the working protocols to be adopted and followed by all.

Applicability:

This Policy applies to all HO-BO Employees.

Work Timings:

Different Departments of the Company will adopt one or more of the following work schedules depending upon their work requirements:

General Shift:

Work timings are 9.30 AM to 6.30 PM, Monday to Friday. Sundays and all Saturdays (except the first Saturday) of every calendar month are OFF days.

Reporting to work & Attendance:

1. The Company requires a disciplined work ethic. Hence, employees are required to report for work at scheduled hours without being late. In exceptional cases, a 15-minute delay for reporting to work will be permitted and treated as grace time. Employees reporting for work beyond grace time(s) will be considered as having reported late for duty, inviting suitable action.
2. Wherever Departmental work protocol requires that employees in one shift hand over charge to the next reporting shift, then employees will be required to wait for their relievers and leave their place of work only after completing handover. Failure to do so will be viewed seriously and might be treated as abandonment of duty, inviting suitable disciplinary action.
3. The Company has installed an attendance reporting system, and employees are required to follow the same. Full details of the system and its operating mechanism will be provided as applicable from time to time. The current system is as under:
 - a. All Heads of Departments whose employees are on shift duties will be given the "Roster Module" interface and the list of employees of their department. Through this module, HODs need to update their departmental monthly roster/ General Shift employees along with their timings.
 - b. Those employees who are not covered under shift duties will be covered in the General Shift roster by the HR Department.



- c. Every employee must use the biometric Fingerprint Attendance System on a daily basis, irrespective of the shifts, designation and department.
- d. Every employee must register their daily timings with respect to the time they come into the office (Time In) and the time when they leave the office (Time Out).
- e. New Joinee, Resigned, and Transfer of employee's data will be updated in HRIS by HR Department, and it will be connected with the Roster Module.
- f. "Applying for Leave" and Cancellation of Leave" applications must be sent by the concerned employee through "Online Leave Management" or through email under Cc to Payroll Team (payroll@catalystsolutions.eco) till the Online Leave Management System is not operational.
- g. If any employee is going "Out Duty" for Training/Client Meeting/Site Visit/Business Tour for Official purpose, he/she must apply on HRIS or mark in Out Duty Register available in HR/Admin Department or through e-mail/Text Message/WhatsApp one day prior or immediately once duty is reported. The employee must obtain approval from his immediate superior. Non-approval from the superior will be considered as unauthorised absence from duty and will be considered as "loss of pay".
- h. An employee (applicable for Shift duty Staff) availing "Exchange Shift or Exchange Duty" or "Exchange Off" must take prior permission from his superior. It is the duty of the immediate superior to make the changes in the Roster Module against such employees availing the above duty adjustment and send the data to the HR Department on a daily basis.
- i. An employee who is asked by his immediate superior to attend duty other than their normal duty due to exigencies is termed "**Called on Duty**". The immediate superior must make the changes in the Roster Module before the start of the duty of such employee.

While using the Attendance Machine, all the employees must adhere to the following Do's & Don'ts

Do's:

- 1. Please place your finger (which is mapped to the attendance machine) on the attendance machine.
- 2. Wait for 3 seconds after placing the finger on the machine, till it displays "processing OK, remove finger". It will also give you a "Ping" sound.
- 3. Wait and check whether the machine displays your "Employee code, Name & Allowed".
- 4. In case it fails identification, then try marking your attendance with your left finger, which is registered in the attendance machine.

Don'ts:

- a. Please do not enter your ID code in the machine; you only must place your finger.
- b. Do not try & attempt mark your finger impression more than 2 times.
- c. Please do not walk off without checking the machine display after your impression is marked.



- d. Please ensure your finger has no cuts/grease/oil/dust/uncleaned/wet.

Employees whose attendance is not recorded in the attendance reporting system will be intimated through a system-generated mailer about the same or through email to payroll@catalystsolutions.eco under Cc to the reporting Manager, and will be deemed to be treated as absent from work until they regularise their absence by:

- i. Applying and obtaining the sanction of leave as per the leave policy
- ii. Applying and obtaining authorisation for outdoor duties, either local or outstation, or
- iii. Obtaining approval from the Department Head for early/ late reporting and
- iv. Obtaining approval for Compensatory OFF.

Until regularised, all absences shall be treated as unauthorised.

The Management, may its discretion, may review this policy periodically and make modifications as necessary from time to time.



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