

## Internal Communication

### Introducing Flexible Working Hours Policy

Date: May 02, 2013.

In line with our commitment to provide maximum benefit to our employees we recognize that flexible working hours bring benefits to both employees and the organization. Accordingly, we have designed a Flexible Working Hours policy for all office location of Apar, which provides arrangements for a flexible system of attendance to our employees.

This policy accommodates all employees to manage their daily hours of work taking into consideration distant commuting, public transport schedules, and personal time with family and children, congested road traffic problems, late sittings and other issues to suit their individual needs and without unnecessary disruption to the effectiveness of the organization.

The new Flexible Working Hours policy is effective from May 06, 2013. This is applicable to all employees working in the General Shift of all Offices and Regional Offices of Apar. Corporate Office, Nariman Point Office, Andheri Office, Rabale (General Shift), Baroda Office, New Delhi Office, Kolkata Office, Hyderabad Office, Bangaluru Office, Chennai Office, Pune Office.

This policy is not applicable to the employees directly associated with the manufacturing / production, operations and maintenance departments of the plants, since their activities are aligned with the plant shift timings.

Offices	New Start & Finish Timing	Flexi-Timing (30 Minutes)	Late Coming (10 Minutes)	Applicable Days
All Offices and Regional Offices	09.30 am to 05.30 pm	09.30 am to 10.00 am / 05.30 pm to 06.00 pm	10.01 am to 10.10 am (max allowed 3 times in a month)	All working day

**Note:** Within the limits of the working hours per day, employees have the discretion to choose and/or vary their start and finish time in the bandwidth of 30 minutes between 09.30 am to 10.00 am, as permissible. Example: if an employee's start time is 09.30 then his finish time is 05.30, however if the start time is 10.00 then his finish time is 06.00 pm. Hereby the employee has the flexibility to come any time between 09.30 am to 10.00 am and move out after completing minimum 08 hours of office duty. However, this is subject to general agreement with their line manager/HOD, whose responsibility it is to see that their individual department is adequately staffed during normal working hours. It is the responsibility of the HOD, to ensure that the working of their department, general time discipline and team work is not adversely affected on account for this policy.

**Note:**

- 1) The Plant timings / Shift timings of all plants locations remain unchanged.
- 2) The Flexi-Timing facility of 30 minutes extended only to the departments which are not directly associated with the Production / Manufacturing / Maintenance / Plant Operations department like the **Commercial, Excise, Accounts, Audit, Sales & Marketing, Procurement, Logistics only.**
- 3) Incoming after 10.00 am to 10.10 shall be deemed as late coming and after 10.10 the same is treated as ½ day leave.
- 4) Lunch time is re-scheduled to start at 01.00 pm to 01.30 pm (30 mins) instead of 12.30 pm to 01.00 pm.
- 5) Late Coming or Early Going is not allowed except in case of exigencies, subject to the approval of the HOD.
- 6) **There is no change to the number of working days currently prevailing at locations.**
- 7) Any late coming following a late return from official outstation business travel shall be reviewed case to case.
- 8) Line managers responsible for employees participating in the policy must ensure there is no discrimination, direct or indirect, intentional or unintentional against any group or any individual employee.
- 9) Any questions on the operation of this policy should be addressed in the first instance to your line manager. If further clarification is required, please contact your HR.
- 10) The entire process is fully automated through the new HRMS system.
- 11) Any exception to this policy requires special approval by MD / JMD.

Human Resources Department

