

TRISTAR INTERMEDIATES PVT. LTD.

Department	Top Management	Page No.	1 of 2
Documents No.	TIPL/CQA/P/037	Supersede	Nil
Master Copy	ATTENDANCE POLICY	Revision No.	NA
		Issue Date	01.04.2025
		Review Period	1 Year
		Next Review Date	01.04.2026

Objective :

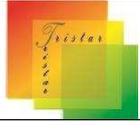
To regulate working hours towards creating a conducive working environment that is supportive and flexible, aimed at the achievement of the Organization's objectives.

Scope :

This policy is applicable to all employees of Tristar.

Policy Details :

- 1) The working days are Monday to Saturday for Factory unless otherwise specified at the beginning of the year. For Tristar's Mumbai Office 2nd & 4th Saturday will be a weekly off. Sunday is Weekly off for General Shift and Shift rotation is Week to Week and for Shift people Week Off is also rotating.
- 2) All employees are required to report to their designated workplace by 9:00 a.m. on all working days. The working hours will be from 9:00 a.m. to 6:00 p.m., including a 30-minute lunch break, a 15-minute tea break in the morning, and a 15-minute tea break in the evening.
- 3) Employees reporting for duty between 9.30 am and 10.00 am will be considered "Late". A concession of 1 hour for maximum 3 days in a month.
- 4) Further late marks between 9.30 am and 10.00 am will be liable for deduction of 1/2 day. (In other cases, Necessary action will be taken by Management).
- 5) HR department will not give excuse for late coming /early going without a written approval from the concerned reporting manager on the same day.



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Working Hours and Shifts :

SARIGAM	
GENERAL SHIFT	09:00 AM-18:00 PM
1ST SHIFT	08:00 AM-16:00 PM
2ND SHIFT	16:00 PM-23:00 PM
3RD SHIFT	23:00 PM-08:00 AM
MUMBAI	
GENERAL SHIFT	09:00 AM-18:00 PM

Prepared By:

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Reviewed & Approved By:

Mr. Sanjay Marballi (Director)