

TRISTAR INTERMEDIATES PVT. LTD.

Department	Top Management	Page No.	1 of 2
Documents No.	TIPL/CQA/P/034	Supersede	Nil
Master Copy	WORKING HOURS POLICY	Revision No.	NA
		Issue Date	01.04.2025
		Review Period	1 Year
		Review Date	01.04.2026

1. Objective :

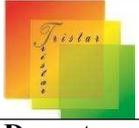
The objective of this policy is to define standard working hours for employees and ensure compliance with applicable Indian labor laws while maintaining a productive, healthy, and work-life balanced environment.

Scope :

This policy applies to all employees (permanent, temporary, contractual, or probationary) across all locations and departments within the organization.

2. General Conduct, Rules and Regulations of Working Hours :

- **Standard Working Hours** : Employees should complete 9 hours duty in case of General Shift which will include 30 minutes of lunch break and 2 Short tea breaks of 15 minutes each, In case of Night Shift 8 hours duty has to be completed.
- **Flexible Working Hours** : There is flexibility for Staff category employees in the General Shift and you can come before 09:30 AM and complete your 9 hours duty.
- All managers (MM3 & above) are also eligible for a half day leave once a month. This is in addition to other leaves that you are eligible for.
- A concession of 1 hour for maximum 3 days in a month as a short leave.
- Any employee, who is outside the office during working hours (Outdoor Duty), should ensure that his/her Reporting Manager is aware of his/ her whereabouts and the nature of work assigned and the same should be marked as OD in attendance system.
- All employees need to carry their ID at all times in office premises during official working hours.



TRISTAR INTERMEDIATES PVT. LTD.

Department	Top Management	Page No.	2 of 2
Documents No.	TIPL/CQA/P/034	Supersede	Nil
Master Copy	WORKING HOURS POLICY	Revision No.	NA
		Issue Date	01.04.2025
		Review Period	1 Year
		Review Date	01.04.2026

- All employees (full time or otherwise) are required to mark their attendance using the biometric system.

Prepared By:

Mr. Devang Machhi (Head HRD)

Reviewed & Approved By:

Mr. Sanjay Marballi (Director)