



# MOREPEN - CORPORATE



## Human Resource Department

### Policy Title- Flexible Working Hours, Work from Home and Alternate Day Working from Home Policy

#### 1. Policy:

This policy shall be called as “Flexible Working Hours, Work from Home and Alternate Day working from Home Policy” and will be effective from 1<sup>st</sup> February 2022.

#### 2. Objective:

This policy applies to all our Corporate Office Employees, who required an alternative arrangement about their work schedules and who are eligible by nature of their job.

This policy outlines the type of “Flexible Working Hours, Work from Home and Alternate Day working from Home Policy” process by which such an arrangement is developed and implemented.

#### 3. Eligibility:

Applicable to **Corporate Office Employees at Gurgaon** only.

#### 4. Policy Details:

The table below outlines policy that the organisation needs to consider when implementing flexible working hours.

##### A. Flexible Working Schedule:

Policy	Description
Flexible Working Time	Flexible time allows for flexible arrangements that permit variations in starting and departure times but does not alter the total number of hours worked in a week.
Core Working hours	The Flexible Working Hours Scheme operates on the following basis:  Flexible starting Time: <b>8:30 AM</b> Flexible Finishing Time: <b>8:00 PM</b>
General	Employee should ensure their: <ul style="list-style-type: none"> <li>➤ The working hours limit is reduced to <b>8.30 hours per day</b> including the <b>30-minute</b> break for lunch only.</li> <li>➤ <b>Mandatory availability in office between 11 am to 5 pm.</b></li> <li>➤ For any exigency, 3 days allowed in a month for working hours minimum of 07:30 hours and 4th occasions onwards the Loss of pay (Half day's) for each day. Further, no leave would be admissible/adjusted from any balance leave account in such condition.</li> <li>➤ For availing half day, employee must complete minimum 4 working hours in a day.</li> <li>➤ Any other said policy terms and conditions will remain unchanged.</li> </ul>



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<b>Saturday Working Off</b>	For every month 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday will be weekly off
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#### **B. Work from Home:**

- Employee can avail the benefit of working from home basis on the approval of their HOD's via Annexure I.
- Employees need to adhere the Core office working hours of **8.30 hours**.
- While working from home employees need to have proper internet connection that is adequate for their job and be available whenever the job demands extra working hours.
- While working from the home employees need to dedicate their full time and attention to their job duties during working hours.
- Any correspondence from a co-worker or client must be answered as quickly as possible.
- Employees while "**Working from Home**", are expected to remain contactable via **Phone, Mail, and other mediums** as per the instruction of their HOD's.
- No employee will be advised to work from outstation during the work from home without the permission/ approval from their HOD's.
- Employee should inform the **HR/Admin department 7 days** before if he/she expected to opt for the working from home schedule.

#### **C. Alternate Day Working from home: -**

- Employee would be expected to work at least **2 days** a week in the office while opting for alternative day working from home schedule and it should be solely approved by reporting managers via Annexure I.
- Employees need to adhere the Core office working hours of **8.30 hours**.
- While working from home employees need to have proper internet connection that is adequate for their job and be available whenever the job demands extra working hours.
- While working from the home employees need to dedicate their full time and attention to their job duties during working hours.
- Any correspondence from a co-worker or client must be answered as quickly as possible.
- Employees while opting alternate day working from home, are expected to remain contactable via **Phone, Mail, and other mediums** as per the instruction of their HOD's.
- Employee should inform the **HR/Admin department 7 days** before if he/she expected to opt for the alternate day working from home schedule.



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#### 5. General Guidelines:

The following are key expectations of HOD's and Employees in a Flexi working hours, work from home and alternate day working from home policy:

Policy	Description
<b>HOD</b>	<ul style="list-style-type: none"> <li>➤ Ensure employee compliance to Flexible Working Hour, Working from Home, Alternate Day working from home policy.</li> <li>➤ Monitor the amount of credit and debit hours of flexi hours employees, work from home and alternate day working employee to assist with managing working pattern.</li> <li>➤ Give prior notice to employees if there are any changes arises outside the above shift timings or schedules.</li> <li>➤ Provide support in addressing challenges and issues-faced by the employees.</li> <li>➤ Managing the entire work schedule &amp; Calendar of respective employee or teammates.</li> <li>➤ You are responsible in managing the days of working from home should be beyond a "<b>Week</b>" in a month, however extended days can be accepted in exceptional and emergency cases.</li> <li>➤ Periodically assess feasibility of flexi hours arrangements</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>➤ Adhere to scheduled working hours and ensure that logging of working hours is accurate via HRMS system.</li> <li>➤ Remain accountable for delivering quality of work.</li> <li>➤ Ensure flexibility in making themselves available for work duties outside of Working Hour band (whenever required).</li> <li>➤ Be responsible not to misuse the said policy.</li> </ul>

#### 5.1. Major Accountability and Responsibilities:

- The decision may be discontinued if it negatively affects productivity or efficiency of the individual or the department.
- Any violation, un-authorized and misuse of the policy by the employee will be seriously reviewed and shall be subject to appropriate disciplinary action including termination from the services and being withdrawn from the policy.
- Employees need to know the complete policy in detail and ensure total compliance.
- Employee's productivity, contribution and involvement in the role and responsibilities shall not be compromised at any given point of time while choosing any option for work.



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#### 6. Amendment to the policy:

- The Morepen Group reserve the right to review / amend the policy from time to time based on business exigencies. The Company has the right to withdraw or amend this policy at its sole discretion without prior notice based on the business need and requirements.
- Policy can be adjusted and modified in case of any emergency such as COVID-19, and as per any notification / regulation issued by the state or central government.

#### 7. Exception to the policy:

Any exception to the policy shall need the approval from **CEO/HR Head/CMD**.

#### Authorization

Checked & Prepared By:

Rakesh Kumar Sharma  
Head HR

Approved By:

Kushal Suri  
Director API

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Annexure I

**Application Form for Flexible Working Hours, Work from Home and  
Alternate Day Working from Home Policy**

Employee Name:

Employee Code:

Position Title:

Division:

Tick the below option as requested

Particulars	Select the option	From Date	To Date
Work from home			
Alternate day working from home			

**Employee Authorization**

I have read and understand the flexible working hours, work from home and alternate day working policy process and agree to the terms and conditions set forth by this policy. I understand that it is my responsibility to make my flexible working hours, work from home and alternate day working from home policy a success and that the Morepen has the right to discontinue this policy at any time.

Employee Signature:.....

Approved by:

Date:.....

HOD Name:.....

HOD Signature:.....

**Note:** The duly signed document needs to be submitted to HR Department.

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