

# MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: plants@morepen.com, Website: www.morepen.com

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591



Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-122016

Email: corporate@morepen.com, Website: www.morepen.com

Tel.: +91-124-4892000

Document No.: OT-POL-001 | Rev Date: 01 Dec 2024 | Revision No.: 01

## Overtime Policy

MOREPEN LABORATORIES LTD.

### 1. Purpose

This policy provides guidelines for managing employee overtime in compliance with applicable labor laws and ensuring fair compensation, while also balancing operational needs in the API industry where continuous production is often required.

### 2. Scope

This policy applies to all permanent, contractual, and temporary employees of the Company, except those in managerial or supervisory positions who are not entitled to overtime under applicable laws.

### 3. Definition of Overtime

- Overtime refers to any hours worked beyond the normal working hours as defined by the Factories Act, 1948 (or other applicable laws).
- Normal working hours: 48 hours per week (8 hours per day).
- Any work beyond this is treated as overtime, subject to statutory provisions.

### 4. Overtime Approval Process

- Overtime must be pre-approved by the Department Head/Shift In-charge.
- Emergency overtime (e.g., due to production breakdown, quality issues, or regulatory requirements) must be reported to HR within 24 hours.
- Unauthorized overtime will not be compensated.

### 5. Payment of Overtime

- Overtime wages will be paid monthly basis.
- Calculation will include basic wages + dearness allowance (DA) but will exclude allowances such as HRA, bonus, or other perks.

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| Prepared By      | Reviewed By      | Approved By |
| Asst. Manager-HR | Sr. Manager – HR | Director    |

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- Overtime payments will be reflected in the monthly payroll, subject to statutory deductions.

## 6. Limits on Overtime

- An employee shall not work more than:
  - 12 hours in any day (including overtime).
  - 60 hours in any week.
  - 50 hours of overtime in a quarter (as per Factories Act, unless exempted by authorities).
- Employees must be given one day of rest after every 6 days of continuous work.

## 7. Health & Safety Considerations

- Overtime should not compromise employee health, safety, or product quality.
- Employees working extended hours must be given adequate breaks.
- Supervisors must monitor fatigue-related risks in critical operations.

## 8. Non-Compliance

- Any violation of this policy (e.g., forcing employees to work overtime without pay, unauthorized overtime claims) will invite disciplinary action in line with company rules.

## 9. Review of Policy

- This policy will be reviewed annually by HR & Compliance to ensure alignment with regulatory changes and operational requirements.

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