

Working Hours Policy



**Discovery Tower, A 17, Industrial Area, Sector 62,
Noida, Uttar Pradesh - 201309**

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1. Purpose

The purpose of this policy is to establish standard office working hours for all employees of ShyftLabs Private Limited. This policy aims to promote a consistent and productive work environment for all employees, while also ensuring that employees have a healthy work-life balance.

2. Scope

This policy applies to all full-time, part-time, probationary, and contractual employees of ShyftLabs across all India-based locations.

3. Standard Working Hours

Productivity, teamwork, and the well-being of our employees are the pillars of our work culture. To ensure that we achieve this, we have set up comprehensive guidelines for working hours.

- Standard Working Days: Monday to Friday
- Work From Office (WFO): Minimum 4 days per week, unless an alternative arrangement has been agreed upon by the project team and approved by leadership.
- Work From Home (WFH): Maximum 1 day per week, unless an alternative arrangement has been agreed upon by the project team and approved by leadership.
- Effective Working Hours: 8.5 hours per day
- Mandatory Collaborative Working Hours: 10:30 AM to 4:30 PM (IST), or as discussed within the project team.

The Company reserves the right to revise working hours based on business requirements.

4. Work Model

4.1 Work from Office Requirement

Employees are required to work from the office for **four (4) working days per week** as part of the Company's work structure. Office presence on designated days is mandatory to ensure collaboration, team engagement, and business continuity.

Any deviation from the prescribed office schedule must be formally approved in advance in accordance with the Company's leave or remote work approval process.

4.2 Work from Home Mode

Employees are permitted to work remotely for **one (1) working day per week**, subject to:

- Prior alignment with the Reporting Manager
- Role suitability and business needs
- Maintenance of productivity and deliverables
- Maintain stable internet connectivity and remain logged into official communication and collaboration platforms during working hours to ensure uninterrupted availability and responsiveness.
- Avoid scheduling personal appointments
- In case of a medical condition, approval from the Reporting Manager (RM) and HRBP is required for any extension of Work From Home (WFH).

The designated Work from Home (WFH) day:

- May be **fixed (e.g., a specific weekday)**; or
- May be assigned on a **rotational/roster basis**, as determined by the Reporting Manager, depending on team structure, workload, and operational needs.

The Reporting Manager retains the discretion to review, modify, schedule, or temporarily suspend WFH arrangements to ensure business continuity and performance standards.

WFH is a privilege extended by the Company and may be reviewed or withdrawn in case of performance concerns or policy non-compliance.

5. Attendance

- Attendance must be recorded through the official biometric attendance system, with both Punch In and Punch Out entries mandatorily captured.
- Employees working remotely must log attendance as per company guidelines.
- Any discrepancy or misrepresentation in attendance may lead to disciplinary action.

Reporting Managers are responsible for monitoring team attendance and ensuring adherence to this Policy.

6. Late Coming & Early Leaving

- Repeated late arrival beyond acceptable limits may result in leave deduction.
- Habitual irregular attendance may attract disciplinary action.
- Early departures require prior approval from the Reporting Manager.

7. Absence Without Intimation

Absence without prior information for three (3) consecutive working days may be treated as unauthorized absence and may be handled in accordance with the Company's disciplinary policy, subject to due process

8. Policy Compliance

All employees are expected to adhere strictly to this Policy. Non-compliance may result in disciplinary action as per Company rules.

The Company reserves the right to amend, interpret, or withdraw this Policy at its discretion in line with business or legal requirements.