



Reliance Infrastructure Limited

## Working Hours and Attendance Management

Prepared & Issued by	Date of Implementation	Version
<b>Corporate HR Reliance Infrastructure Ltd.</b>	<b>01.06.2024</b>	<b>5.0</b>

<b>Title</b>	<b>Working Hours and Attendance Management</b>
Version	V 5.0
Creation Date	1 <sup>st</sup> June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

<b>Responsibility</b>	<ol style="list-style-type: none"> <li>HR is responsible for the maintenance and advocacy of the Policy</li> <li>HR is responsible for compliance with local laws/ statutory requirements</li> <li>HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR</li> </ol>
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<b>Assurance Check (Optional)</b>	Head Audit
Policy Owner	HR Lead – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
<b>Topics</b>	<p>This document covers the policies and guidelines with respect to</p> <ul style="list-style-type: none"> <li>• Working timing</li> <li>• Attendance recording</li> <li>• Attendance Regularization Guidelines</li> <li>• Assistance to Women post Maternity Leave</li> <li>• Attendance Management for PSOs</li> </ul>
<b>Deviation</b>	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

## Working Hours and Attendance Management

### 1. Introduction

- 1.1 Reliance has prided itself on completing projects before time, consistently and always. In fact, the self discipline of our employees and commitment towards managing time and cost is one of its core competencies.
- 1.2 At the same time, most of our work is within teams and larger groups of employees, wherein a fixed schedule is critical for the achievement of the Business objectives.
- 1.3 This policy aims to set out guidelines for employees to:
  - 1.3.1 Adhere to their respective work schedules
  - 1.3.2 record their attendance as applicable and in exceptional cases regularize any absence.

### 2. Scope

- 2.1 The policy is applicable to all employees in all the cadres and locations within R-Infra and its Associate / Group Companies unless it has decided to have separate policy for its own purpose.
- 2.2 Specific Rules for respective Businesses shall be as per the Circulars issued by respective Businesses from time to time.

### 3. Definitions

- 3.1 Attendance: Attendance is physical presence of an employee at the place of work or when deputed to other locations on official duties during the official working hours.
- 3.2 ARS: Attendance Recording System
- 3.3 ID Card: Identity Card issued by Company
- 3.4 ESS: Employee Self Service
- 3.5 OD: Outdoor Duty for official purpose, this should be approved by the Reporting Officer.

### 4. Policy

- 4.1 The Company shall work on 5 days a week basis from Monday to Friday and shall observe all Saturdays and Sundays as 'Weekly Off', except for those who work in shifts or at Project Sites / Stations / factory locations.
- 4.2 In case employees are called to duty by their reporting officer, on their weekly off, they will do so.
- 4.3 Employees in Corporate Offices may choose their working timing from the two options as under:
  - 4.3.1 Option 1 – 09:30 am to 06:00 pm
  - 4.3.2 Option 2 – 10:00 am to 06:30 pm
- 4.4 The hours from 10:00 am to 06:00 pm would be considered as core hours and all employees (other than those on leave or OD) shall be present in office during this period.
- 4.5 The Lunch / Rest break will be of ½ hour and may be availed between 12:30 pm to 02:30 pm.
- 4.6 The competent authority to adjust the timings, need-based according to exigencies of work shall be the Head of the Business / Function with the concurrence of the Business HR Head.

- 4.7 All employees (other than those on OD) are responsible for recording their attendance in ARS by way of swiping the ID card or biometric system as applicable.
- 4.8 Employees found marking attendance / swiping ID Card of another employee will be subject to strict disciplinary action, including termination.
- 4.9 Employees proceeding on OD directly or going back to residence from OD shall regularize their attendance for that day through ESS.
- 4.10 In case employees are unable to swipe their card for any reason, they may select the appropriate reason for regularizing their attendance in ESS.
- 4.11 Holiday Calendar for respective Business / region shall be made available in employees' ESS at the beginning of every calendar year.

## 5. Procedure

### 5.1 Attendance Recording (at locations where ARS is installed)

- 5.1.1 The Attendance Recording system (ARS) will be installed at all the locations, where all employees have to swipe-in whenever they enter the office premises and swipe-out whenever they exit the office premises.
- 5.1.2 In case of multiple data (since the employees may be required to swipe every time they enter / leave the office premises), the ARS system shall process the data and send only the first-swipe-in & last-swipe-out data for attendance recording in SAP-HR System.
- 5.1.3 Employees' scheduled entry and exit time details are maintained in SAP-HR System. Employees can view their attendance details in ESS.
- 5.1.4 The system collates records of the employees as per their Scheduled Timings, checks whether there is any data related to their attendance and / or Leave; and records absence in the following cases:
  - a. If the attendance or Leave data is not found
  - b. If the employee has come late or gone early or both (with reference to his Scheduled Timing)
  - c. In case of availability of only single swipe details
- 5.1.5 The attendance query service in the ESS for each employee shows the details of his attendance data for the selected month including the absences.
- 5.1.6 Employees can apply for regularization of absences in accordance with the guidelines outlined in section 5.4.

### 5.2 Attendance Recording (at locations where ARS is not installed)

- 5.2.1 The attendance at the locations, where ARS is not installed, shall be maintained manually. The respective HR shall enter the data directly into SAP-HR.

### 5.3 Attendance recording while on deputation

5.3.1 If an employee is deputed to another location where ARS is not installed, concerned HR / administration executive of that location shall maintain his attendance manually through a muster and send the same to the HR executive of his parent location on monthly basis on or before 20<sup>th</sup> of the subsequent month.

#### 5.4 Attendance Regularization Guidelines

5.4.1 Employees are required to swipe cards daily at the ARS machines twice, to record attendance.

5.4.2 If the cards cannot be swiped for some reason or there is instance of late coming / early going, attendance for that day needs to be regularized by employee and approved by his reporting officer, through ESS.

5.4.3 Discrepancy in swipe timing not regularized by an employee, or not approved by his reporting officer, shall be considered as absence and treated as mentioned in Section 5.5 of this document.

5.4.4 Application for attendance regularization and its approval shall be done within 60 days from the day for which regularization is required.

5.4.5 The cut-off date for request for Attendance regularization by employee and the approvals by reporting officer is 20<sup>th</sup> of every month. The approvals by reporting officer provided after 20<sup>th</sup> shall be considered in salary for subsequent month.

#### 5.5 Treatment of partial attendance

5.5.1 Employees who select Option 1 for their working timing shall ensure that their in-time is on or before 09:30 am and out-time is on or after 06:00.

5.5.2 Employees whose in-time is between 09:31 am to 10:00 am shall automatically be considered for Option 2 of working timing. Accordingly their out-time shall be on or after 06:30 pm.

5.5.3 There shall be grace period of 15 minutes for late coming or early going on three occasions in a month. Any late coming / early going on 4<sup>th</sup> occasion onwards shall be considered for deduction of  $\frac{1}{2}$  day salary.

5.5.4 Late coming / early going wherein total working hours for the day are more than 4 hours, shall be considered for deduction of  $\frac{1}{2}$  day salary on every occasion.

5.5.5 Late coming / early going, wherein total working period for the day is less than 4 hours, shall be considered for deduction of 1 day salary on every occasion.

5.5.6 Single swipe shall be considered as absence for full day on each occasion and 1 day salary shall be deducted.

5.5.7 In event that there is no record of attendance, attendance regularization or leave for a given day, the same shall be treated as full day absence and 1 day salary shall be deducted.

5.5.8 If such day for which salary has been deducted, is regularized by applying for attendance regularization / leave as applicable, and is approved by reporting officer; the deducted salary shall be credited in the subsequent month.

## **6. Assistance to Women post Maternity Leave**

- 6.1 Facility of Flexi-time / Work-from-home may be extended to women employees post their Maternity Leave, if the nature of work allows this; and subject to mutual agreement between Reporting Manager (Grade A7 or equivalent to Grade A7 or above) and the employee.
- 6.2 Such facility can be extended upto a period of three months from the date of resuming duties after availing Maternity Leave (including the leave extended using any other leave type).
- 6.3 During this period of three months, following shall be applicable subject to mutual agreement as mentioned in clause 6.1 above:
  - 6.3.1 Employees who wish to utilize this facility, shall get written approval of their Reporting Officer (Grade A7 or above), and communicate the same to their respective HR administrator.
  - 6.3.2 Employees shall ensure that they complete minimum 6 working hours on each working day.
  - 6.3.3 In case of employee availing Work-from-home facility, Reporting Manager may designate specific work-from-home days in a week, based on business requirements.

## **Attendance Management for PSOs**

### **1. Introduction**

- 1.1 Currently all the PSOs are on rolls of R-Infra and are eligible for benefits as per R-Infra Policies. However role of PSOs is very critical for wellbeing and safety of the Promoters.
- 1.2 In view of the above their commitment and availability is of utmost priority to the Organization.
- 1.3 In order to ensure smooth operations in the team, following guidelines are being set out for PSO.

### **2. Scope**

- 2.1 The policy is applicable to all PSOs in all the cadres and locations within R-Infra and its Associate / Group Companies.

### **3. Policy**

- 3.1 The employees (PSOs) shall work on 6 days a week on shift rota basis and observe one day as weekly off. Sunday shall be weekly off on rotational basis.
- 3.2 The shift timings and rota shall be defined by HOD on weekly basis. In case of unplanned absence on account of medical reasons, HOD shall ensure availability of other executive for such absence period.
- 3.3 In case PSOs are called to duty by their reporting officer, on their weekly off, they will do so.
- 3.4 PSOs, when they are not on Outdoor Duty (OD), are responsible for recording their attendance in ARS by way of swiping the ID card or biometric system as applicable.
- 3.5 PSOs proceeding on OD directly or going back to residence from OD shall regularize their attendance for that day through ESS.

## **Attendance Management for Metro**

1. The safety critical positions like- Train Pilot/ Station Controller/ OCC Controller/ Pointsman are scheduled for the duty of 8 hours and their duties can be extended for further, maximum to 10 hours i.e. 2 hours more. The said process is also subject to the Metro Railways, General Rules no. 10 (1) and (2) as stated below :-
  - a. Metro Railways, General Rules, no. 10 (1) and (2)
  - b. Absence from Duty –
    - i. No Metro Railway employee shall, without prior permission of his superior officer, absent himself from duty or alter his appointed hours of attendance or exchange duty with any other Metro Railway employee or leave his charges of duty unless properly relieved;
    - ii. If any Metro Railway employee, while on duty, desires to absent himself from duty on the ground of illness, he shall immediately report the matter to his superior officer and shall not leave his duty until a competent Metro Railway employee has been placed in charge thereof.
2. All the other employees, who are not mentioned as safety critical positions in the clause 1, shall be working as per the roster of the individual divisions and also will be governed by the Metro Railways, General Rules, no. 10 (1) and (2) as mentioned above.
3. Employees work timings and weekly-off will be determined according to the scheduled roster for those on shift work.