Subject:	Working Hours & Overtime Policy	**Document No.:**	YGD SA 014
Effective:	01/01/2022	**Revision:**	0
Revised By:	Jeeva Kumaari	**Approved By:**	Ravi Ragunathan

1. OBJECTIVE

The objective of this policy is to provide guidelines to all employees on the Working Hours and Overtime policies.

2. SCOPE

This policy is applicable to all employees.

3. REFERENCE

Nil

4. DEFINITION

Nil

5. RESPONSIBILITY

The Company's department of Human Resources is responsible for ensuring the policy stated herein is appropriately followed.

6. PROCEDURE

6.1 WORKING HOURS

YTY GROUP
CONTROLLED COPY
NO DUPLICATION
VALID ONLY IF STAMPED RED

6.1.1 Admin / Management:-

CATEGORY	DEPARTMENT	WORK DAYS	WORK HOURS
Management & Offices	Director, SVP, VP, AVP, Admin, Finance, Procurement, HR, Customer Logistics, DC/RA, Planning, R&D, MIS (On Call)	Monday - Friday	8.00am – 5.30pm
Operations	Production, QA, QC, Compounding, Packing, Former Team, Facility, EHS, Engineering & Projects, Laboratory	Monday – Saturday (Alternate Saturday Off)	8.00am – 5.00pm

6.1.2 Operations:-

CATEGORY	DEPARTMENT	WORK DAYS	WORK HOURS
Operations (Supervisor level and below)	Production, QA, QC, Compounding, Packing, Former Team, Facility, EHS, Engineering & Projects, Laboratory, WTP, Warehouse, Store, Packaging Store and Security	Monday – Saturday (One – Rest day)	8.00am – 5.00pm Shift 7.00am -7.00pm 7.00pm – 7.00am

6.2 OVERTIME

Overtime work is work performed in excess of the normal hours of work. Employees may be required to work additional hours in order to meet deadlines or to handle heavy work volume.

Whenever possible, employees will be given advance notice of these situations. All overtime work must be specifically assigned and authorized by the employee's manager.

Overtime policy will comply with the statutory requirements for employees who earn a monthly wage below the stipulated threshold in the Employment Act. In compliance with local laws, employees shall be compensated for overtime at pay rates greater than regular hourly rates.

Unless otherwise stated in your contract of employment, employees who are not covered by the Employment Act will not be entitled to any overtime compensation.

YTY GROUP
CONTROLLED COPY
NO DUPLICATION
VALID ONLY IF STAMPED RED

7. RECORDS

Nil

Reason For Change

Old Revision	*Current Revision*	*Effective Date*	*Page Affected*	*Revision Description*	*Revised By*	*Approved By*
Nil	0	01/01/2022	All	New Procedure	Jeeva Kumaari	Ravi