

	Sheetal Metals	Document NO :	SM/EHS/WHBT/PLCY/09
	Working Hours and Break Time Policy	Original Date	01.04.2026
		Revision No	0
		Revision Date :	NIL

Applicability: This policy applies to all employees of Sheetal Metals, including full-time, part-time, and contractual workers.

1. Purpose

The purpose of this policy is to:

- Define standard working hours, rest periods, and shift schedules for all employees.
- Ensure compliance with the **Factories Act, 1948**, the **Shops and Establishments Act**, and other applicable labor laws.
- Promote a healthy work-life balance and employee well-being.
- Enhance productivity and operational efficiency.

2. Policy Statement

Sheetal Metals is committed to providing a fair and structured working environment. This policy outlines the standard working hours, rest periods, and overtime provisions to ensure compliance with labor laws and to support employee health and productivity.

3. Standard Working Hours

Normal Working Hours:

- Employees are required to work **9 hours per day**, which includes **8 hours of work** and **1 hour of break time**.

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- **Flexible Working Hours:**

Prepared By: Deepti Thakur
Human Resource

Approved By: Himanshu Mehta
Director

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- Employees may be allowed flexible working hours, subject to prior approval from their manager, to accommodate personal needs while ensuring business requirements are met.

4. Shift Schedules

Sheetal Metals operates in **three shifts** to ensure continuous production and operational efficiency. The shift timings are as follows:

1. Morning Shift:

- **Timings:** 9:00 AM to 6:00 PM
- **Break:** 1 hour (Half Hour Lunch Time and to **two 10-minute paid breaks**)

2. Afternoon Shift:

- **Timings:** 3:00 PM to 11:00 PM
- **Break:** 1 hour (Half Hour Lunch Time and to **two 10-minute paid breaks**)

3. Night Shift:

- **Timings:** 11:00 PM to 7:00 AM
- **Break:** 1 hour (Half Hour Lunch Time and to **two 15-minute paid breaks**)

• Shift Rotation:

- Employees will be rotated across shifts fairly to ensure equitable distribution of work hours.
- Shift schedules will be communicated at least **7 days in advance**.

4. Rest Periods and Breaks

• Lunch Break:

- A **0.5-hour unpaid lunch break** will be provided during the workday.

• Short Breaks:

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- Employees are entitled to **two 15-minute paid breaks** during the workday (morning and afternoon).
- **Weekly Off:**
 - Employees are entitled to **one weekly off** (Sunday) as per company policy and applicable labor laws.

5. Overtime Policy

- **Eligibility:**
 - Overtime will be applicable for employees who work beyond the standard 9 hours per day or 50 hours per week.
- **Overtime Rate:**
 - Overtime will be paid at **twice the regular hourly wage**, as per the **Factories Act, 1948**.
- **Approval:**
 - Overtime work must be pre-approved by the respective department head.

6. Shift Work

- **Shift Timings:**
 - For employees working in shifts, the standard shift duration will be **9 hours**, including breaks.
 - Shift timings will be communicated in advance, and employees will be rotated fairly to ensure equitable distribution of shifts.
- **Night Shift Allowance:**
 - Employees working night shifts (between 11:00 PM and 7:00 AM) will be entitled to a **night shift allowance** as per company policy.

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7. Remote Work and Flexible Arrangements

- **Remote Work:**
 - Employees may be allowed to work remotely, subject to prior approval and adherence to company guidelines.
 - **Flexible Arrangements:**
 - Employees may request flexible working hours or compressed workweeks, subject to managerial approval and business needs.
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8. Record Keeping

- **Attendance Tracking:**
 - All employees must record their working hours using the company's attendance system, ERP Software .
 - **Overtime Records:**
 - Overtime hours must be accurately recorded and approved by the respective manager.
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9. Compliance with Labor Laws

This policy is designed to comply with:

- **Companies Act, 2013** (for corporate governance).
- **Factories Act, 1948** (for working hours and overtime).

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10. Employee Responsibilities

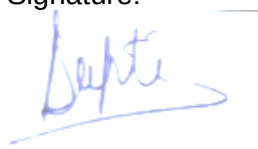
- Employees are expected to adhere to the working hours and break schedules.
- Any deviations (late arrivals, early departures) must be communicated and approved in advance.
- Employees must accurately record their working hours and overtime.

11. Management Responsibilities

- Ensure compliance with this policy and applicable labor laws.
- Approve overtime and flexible work arrangements in a fair and transparent manner.

12. Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with changing laws and regulations.

Prepare By – Miss. Deepti Thakur	Checked By- Mr. Jatin Gaur	Approved By- Mr. Himanshu Mehta
Human Resource	Operation Head	Director
Signature: 	Signature: 	Signature: 

Prepared By: Deepti Thakur
Human Resource

Approved By: Himanshu Mehta
Director