

**Effective Date : 01<sup>st</sup> April 2020**

**1. OBJECTIVE :**

To helping employees face the demands of juggling work, family and life-related issues by offering a possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing Indore composite Pvt Ltd to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through creative work scheduling.

**2. ELIGIBILITY & COVERAGE :**

- 2.1 Employees under Corporate functions (100%) of any locations of ICPL
- 2.2 Plants Heads

**3. TIME SCALE :**

One Hour

**4. CONSIDERATION :**

- 4.1 All the above categorized employees of ICPL factories will be eligible for one hour flexible timing while reporting to the duties, subject to actual punching shift.
- 4.2 Head of the departments can avail the flexible hours by prior approval from respective Plant Head on case to case basis. In this case the Plant Head should insure the flexible working hours should not suffer any day to day activity.
- 4.3 An employee may have flexible hours on a specific time but have to follow the standard working hours at other times.
- 4.4 If flexible timing impacted on any particular performance or activity then it will be discontinued.

**5. REVISION & AUTHORIZATIONS :**

This policy implemented to maintain a progressive and productive work environment. If in case of any discrepancy, the management reserves the right to withdraw benefits and change the policy at any time.

**CONTROLLED**

Prepared By

Checked By

Approved By

