

Flexible Working Hours Arrangement Policy 2019-20



Policy fact sheet

Policy owner:	Global Head of Total Rewards
Policy approver:	Global CHRO
Version:	1.0
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Confidential:	No, for internal use only

Introduction ---

UPL provides additional support through flexible work time option, which gives our associates the freedom over their working hours to optimize productivity. The policy aims to support those who have to work beyond the normal working hours for smooth conduct of their duties which is integral to a global organization like UPL.

Scope ---

This policy applies to all the permanent full-time associates who are based out of the Corporate office, Mumbai.

Flexi time arrangement ---

The company's working hours are 8 hours and 30 minutes during week days and 6 hours on working Saturday including lunch break. All associates are expected to keep a record of their attendance in the time and attendance system and keep their managers informed of any major deviation from the scheduled hours. Some of the cases where this policy can be handy will be late working the day before, attending to personal exigencies etc. Managers will retain the right to refuse any request under this policy to ensure smooth and effective conduct of work.

Associates will continue to be responsible for attending all key engagements while availing the benefits of this policy. UPL actively promotes its associates to work from office and expects them to improve the quality of both one-on-one and group interactions to speed up decision-making and problem-solving.

Core Hours ---

12:00 PM to 4:00 PM will be core working hours during which the employee is required to be available for work except while travelling on business. The office will be open from 8:00 AM to 10:00 PM during weekdays and from 8:00 AM to 5:00 PM on working Saturdays.

Exceptions ---

Any exceptions to the policy needs Global CHROs approval.