



OVER TIME POLICY

1.0. Definition

As a general policy, overtime work is to be avoided as much as possible at emergency situations & based on customers' requirements the management allowed to work overtime. The Company operates on a normal workweek of Six days, 48 hours (an eight-hour normal workday).

1.1 . Normal Working Time

All employees of Veer-O-Metals Pvt. Ltd., are supposed to work 48 hrs per week from Monday to Saturday, excluding pre-declared holidays. Sundays are declared as Holidays. Timing of different shifts are as follows:-

- a) General Shift:- 8:00am to 5:00pm with 30 minutes Lunch break.
- b) Shift – 1 :- 6:00am to 14:00pm with 30 minutes Brunch break.
- c) Shift – 2 :- 14:00pm to 22:00pm with 30 minutes Evening Tiffin break.
- d) Shift – 3:- 22:00pm to 6:00am with 30 minutes Snacks break.

1.2. Over Time Working

Any employee working more than 8 hrs, in excess of his normal working time, in any working day/ Sunday/ Holiday will be considered as overtime working.

1.3. Compensatory Leave/Off

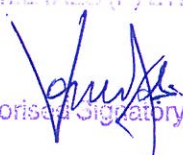
This is the permission given to the employee to be absent from duty, with salary, to compensate for any extra working or in lieu of the overtime wages.

2.0. Guidelines:

2.1.0. Working Overtime

2.1.1. The working on overtime should be avoided as much as possible only on very emergency situations, employees may be asked to work overtime. The teamleader/supervisor should discuss such requirements with the HOD's and their prior approval to be obtained in the prescribed manner.

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2.1.2. The approved request to be submitted/ forwarded through HOD's to HRD, at least 4 hrs prior to the start of overtime.

2.1.3. No employee should be asked to work more than 4 extra hours, as a continuation of the normal work of 8 hrs.

2.1.4. If anybody is asked to work more than 8 hrs of normal working, they may be given a break of minimum 30 minutes, in between.

2.1.5. Overtime working on any Sunday/ Holiday, to be authorized by the concerned HOD's and submitted to HRD, on the previous working day.

2.1.6.. Overtime working on Sunday/ Holidays, should not exceed 8 hrs, continuously.

2.2.0. Over Time Wages

2.2.1. All the workmen are eligible for receiving OT Wages.

2.2.2. The remuneration for Overtime Hours is two times the normal (Basic +DA) pay.

2.2.3. The overtime wages shall be paid in a monthly basis.

2.3.0. Compensatory Leave/OFF.

2.3.1. Employees who have worked extra hours and not eligible for the Overtime wages, will have to be given additional leave/ off, in lieu of their extra working hours, as per the leave rules/ HR policy.

2.4.0. Authority

2.4.1. The authority for engaging overtime working is vested with the respective HOD's. All employees should be willing to work extra hours, in case of any emergency to meet the production requirement/ customer requirement. The HOD's with the support from the HRD, will ensure that the rights of the employee will be protected, with in the limit of this OT policy.

3. CONTROL MEASURES

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3.1. It is the responsibility of the head of Section/Directorate to see to it that there is adequate supervision and control measures at all times during the performance of overtime including,

a) overtime is efficient and cost effective,

b) quality and quantity of the work performed during overtime must be monitored;

c) a record (attendance register) of all overtime must be kept and must be signed by the official concerned and authorised by the supervisor. These records must be available for Hr Department at any time, by the relevant authority;

d) the person who certifies the overtime must be the one who is designated to control the overtime;

3.2 If applicable, record of the "TIME OFF" taken by official(s) in respect of overtime compensation must be kept by the supervisor. A copy of this record must also be kept on the Personal file of the official(s) in question;

a) an overtime audit must be done against all the relevant documentation on a regular basis;

b) an overtime report must be submitted to the Head of Department or his delegate, once the overtime exercise is complete.

Place: Bangalore

Date: 1st April, 2014

For VEER-O-METALS (PVT) LTD (EOU)

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