

# M/s. Electranex India Private Limited



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<b>Title:</b> Working Condition Policy	<b>Policy No.:</b> HR/F/WCP, Rev.1
<b>Date of Issue:</b> 01.03.2006 Rev Dt: 30.03.2024	<b>Issued By.:</b> Management

Date: 01.03.2006

## Working Condition Policy

### 1. Objective:

- a. This policy explains guidelines to be followed for working conditions encompassing working hours, remuneration and social benefits in offices or factories present & future premises owned or governed by M/s Electranex India Private Limited.

### 2. Scope.

- a. Applicable for all offices, factories and locations governed, owned & controlled by M/s Electranex India Private Limited.

### 3. Guidance.

- a. Electranex India Private Limited abides by provisions related to working hours under factories act 1948 and monitors legal requirements of working hours.
- b. One shift; working will be for six days Monday to Saturday with Sunday weekly off. Office timings will be for 8 hours 9:30 am to 5:30 pm, consisting of two tea breaks 10:00 am to 10:15 am & 3:00 pm to 3:15 pm and lunch break 1:00 pm to 1:30 pm.
- c. Work planning to be scheduled as per working hours, overtime to be preferably avoided and if necessary, holidays are adjusted in joining days of holidays.
- d. Electranex India Private Limited abides by remuneration under Minimum Wages Act, 1948, in different States and Union Territories EIPL operates.
- e. The employee is eligible for paid leaves, sick leaves and casual holidays declared by the organization as applicable during year start.

**Vihang B. Desai**  
**Director**  
**Electranex India Private Limited**

**Electranex India Private Limited**

Unit-1: Survey No. 216, C-12, Nova Prime Industrial Estate, Waghdhara Road, U.T Dadra & Nagar Haveli, 396193.