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## **Working Hours Policy**

At **BerryBlues Export (OPC) Pvt Ltd**'s garment factory, we are committed to ensuring fair and humane working conditions for all employees. Our Working Hours Policy aims to promote work-life balance, uphold legal requirements, and adhere to ethical standards. Key elements of our policy include:

**1. Compliance with Laws and Regulations:**

- We comply with all applicable national and local laws regarding working hours, including maximum hours of work, overtime, and rest periods.

**2. Standard Working Hours:**

- The standard working hours for employees are per week as per State Law which includes lunch/break times

**3. Overtime Policy:**

- Overtime work is voluntary and should not exceed the limits set by local regulations or industry standards. Employees are compensated for overtime work at a premium rate as required by law.

**4. Rest Periods:**

- Employees are entitled to adequate rest periods between shifts and workdays to ensure their health, safety, and well-being.

**5. Shift Scheduling:**

- Shift scheduling is designed to minimize fatigue and support work-life balance for employees. Rotating shifts are implemented where necessary to distribute workload fairly.

**6. Monitoring and Compliance:**

- We monitor working hours and overtime through timekeeping records and periodic audits to ensure compliance with this policy and legal requirements.

**7. Employee Rights:**

- Employees have the right to request adjustments to their working hours or shifts, subject to operational needs and compliance with legal requirements.

**8. Communication and Training:**

- We communicate this Working Hours Policy to all employees and provide training on their rights and responsibilities regarding working hours, overtime, and rest periods.

**9. Continuous Improvement:**

- We continuously review our working hours practices and policies to identify opportunities for improvement and ensure alignment with best practices and ethical standards.