



Inspiring Human Belief
in a Healthier World

Policy Against Working Hours and Over Time

We at Hetero identify all applicable laws and industry standard related to working hours and ensures that

- Workers are allowed to work only 8 hours in a day and 48 hours in a week as per law.
- One day off for every seven-day period are provided at all plants and two day off in a week at corporate office.
- The breaks (e.g. Tea Time, Lunch, etc.) during the working hours are provided.
- The records of duty hours are maintained and reviewed on regular basis to ensure adherence to the defined working hours.
- Compensation towards working on holidays, or weekly holidays is paid.
- As per the law, overtime work if any, (more than regular working hours as 48 hours per week) of each employee does not exceed 12 hours per week. The overtime hours are always remunerated at a premium rate as per the factories Act, 1948/shops & establishments act 1988.
- No homework is given to the workers at any given point of time.
- No home workers are engaged in any of the work.
- The overtime work is always voluntary and is not demanded other than in exceptional and short-term special business circumstances.
- The salary for OT should be given along with the worker's salary.
- The worker shall be informed that his remuneration for the OT work will be double his usual wages.
- Awareness on working hours & overtime is promoted among all employees including contract employees during induction trainings.
- Establish the process necessary to deliver the results in accordance with the requirements and implement the process to ensure required working hours of employment.
- Monitor and measure the process against the requirement and take actions to continually improve the system.

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