



# INDIAN PHOSPHATE LIMITED

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## Working Hours Policy for All Category of Employees

### Working Hours Provisions, Under the Factories Act, 1948

#### Weekly Hours

It states that no factory would ask the workers or make them work for more than 48 hours a week. Working hours for all category of employees is same.

- Staff- 8.5 hours (general)
- Helpers - 8 hours
- Operator - 8 hours
- Security Staff - 8 hours

#### Compensatory Holidays

This section states that if in any case, the factory in under any provision cuts-off a holiday of the worker, then the factory is under due pressure to give the same number of holidays to the workers within the time period of three months.

#### Daily Hours

Keeping in view the weekly working hours' limit prescribed by Section 51, this section states the limit on a daily basis. It states that a factory should allow a worker to work for more than 9 hours per day.

#### Rest Intervals



This section states that the maximum time for which a worker will work before the interval time period is 5 hours. The interval needs to be of a minimum half an hour.

### **Spread Over**

Looking at the human limitations in working, this section states that the periods of work of an adult worker in a factory including the intervals for rest should not spread over more than 10.5 hours in any day.

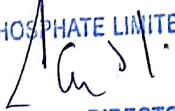
### **Double Employment**

This section states that no worker is allowed or required to work for more than one factory in a day. In other words, if a worker is working in a factory on a day then, he cannot work for another factory on the same day.

### **Register of Workers**

This section states that the manager of the factory to maintain a register about the details of the workers of the factory.

It includes names of the workers, work nature, specific formal groups of the workers, etc. Moreover, no worker can work in the factory unless his/her name is given in the register.

For INDIAN PHOSPHATE LIMITED  
  
DIRECTOR