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|-----------------------------------------------------------------------------------|------------------------|------------------------------------------------|----------------------------|
|  | Triton Valves Limited  | Overtime Policy                                | Version : 02               |
|                                                                                   | Mercara Road, Belavadi |                                                | Effective Date: 01.01.2024 |
|                                                                                   | Mysore 570 018         | Policy No: TVL/HR Policy and procedure/2024/08 | Revision Date: 01.01.2024  |

## 1. Purpose

Triton Valves Limited is committed to ensuring that overtime work is managed fairly, safely, and in compliance with applicable labour laws. This Policy establishes guidelines for authorizing, recording, compensating, and monitoring overtime while safeguarding employee health, well-being, and work-life balance.

## 2. Scope

This Policy applies to all permanent, probationary, temporary, contract, apprentice, and trainee employees, wherever applicable under the relevant labour laws and Company rules.

## 3. Policy Statement

The Company recognizes that overtime may occasionally be required to meet production schedules, customer commitments, maintenance activities, emergencies, or other operational requirements. Overtime shall be:

- Performed only when necessary and with prior approval.
- Voluntary wherever required by applicable law.
- Properly recorded through the Company's attendance system.
- Compensated in accordance with applicable labour laws and Company policy.
- Monitored to prevent excessive working hours and employee fatigue.

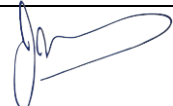
The Company strictly prohibits forced or compulsory overtime.

## 4. Working Hours

The normal working hours shall be as prescribed by the Company and in accordance with applicable labour laws.

Employees shall be provided with:

- Weekly rest days.
- Statutory meal and rest breaks.
- Working hours that comply with legal requirements.

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|--------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                    | <b>Prepared By</b>                                                                  | <b>Approved By</b>                                                                    |
| <b>Name</b>        | Praveen K S                                                                         | Aditya M Gokarn                                                                       |
| <b>Signature</b>   |  |  |
| <b>Designation</b> | AGM – HR & Admin                                                                    | Chairman & Managing Director                                                          |

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## 5. Overtime Authorization

- Overtime must be approved in advance by the Department Head or authorized manager.
- Employees shall not work overtime without prior authorization except during emergencies.
- HR shall maintain records of approved overtime.
- Department Heads shall ensure overtime is justified and minimized wherever possible.

## 6. Overtime Compensation

Eligible employees shall receive overtime wages as prescribed under applicable labour laws, collective bargaining agreements (where applicable), or Company policy.

Compensation may include:

- Overtime wages at the statutory overtime rate.
- Compensatory off where permitted by law and approved by management.
- Any additional benefits required under applicable legislation.

All overtime payments shall be reflected in the employee's salary statement.

## 7. Recording of Overtime

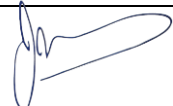
All overtime hours shall be:

- Recorded through the Company's attendance or timekeeping system.
- Verified by the Reporting Manager.
- Approved by the Department Head.
- Processed by HR and Payroll for payment.

Employees are responsible for accurately recording their working hours.

## 8. Health, Safety and Well-being

The Company shall ensure that:

|                    |                                                                                     |                                                                                       |
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| <b>Name</b>        | Praveen K S                                                                         | Aditya M Gokarn                                                                       |
| <b>Signature</b>   |  |  |
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- Excessive overtime is avoided.
- Employees receive adequate rest between shifts.
- Overtime does not compromise workplace safety.
- Employees working extended hours have access to appropriate welfare facilities.
- Supervisors monitor employees for signs of fatigue.

## 9. Responsibilities

### Management

- Plan work effectively to minimize overtime.
- Ensure legal compliance.
- Approve overtime only when operationally necessary.

### Department Heads

- Monitor overtime requirements.
- Obtain necessary approvals.
- Verify overtime records.

### Human Resources

- Maintain overtime records.
- Ensure statutory compliance.
- Process overtime payments.
- Monitor working-hour compliance.

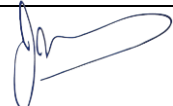
### Employees

- Obtain approval before working overtime.
- Record attendance accurately.
- Follow safety procedures during overtime work.

## 10. Prohibited Practices

The Company strictly prohibits:

- Forced or compulsory overtime.
- Falsification of overtime records.

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| <b>Name</b>        | Praveen K S                                                                         | Aditya M Gokarn                                                                       |
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- Unauthorized overtime.
- Retaliation against employees who decline overtime where the law permits refusal.
- Discrimination in overtime allocation.

Violation of this Policy may result in disciplinary action.

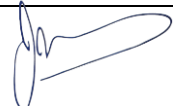
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## 11. Monitoring and Review

The Human Resources Department shall periodically review:

- Total overtime hours.
- Overtime approval records.
- Compliance with statutory limits.
- Employee health and safety concerns.
- Payroll accuracy.
- Audit observations and corrective actions.

Appropriate corrective measures shall be implemented wherever non-compliance is identified.

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