

1. Purpose

The purpose of this Holiday Policy is to define the guidelines governing the observance of public holidays within the organization. This policy ensures compliance with applicable labour laws, while providing employees with adequate rest and

2. Scope

This policy applies to:

- All permanent employees of the company
 - Probationary employees
 - Contract employees working directly under company supervision (where applicable)
- Contract labour deployed through third-party contractors.

3. Legal Compliance

This policy is framed in accordance with laws applicable to industry

The company shall comply with statutory requirements regarding declaration of national and festival holidays.

4. Categories of Holidays

The company recognizes the following types of holidays:

4.1 National Holidays (Mandatory Holidays)

- Republic Day – 26 January
- Labour Day - 1 May
- Independence Day – 15 August
- Gandhi Jayanti – 2 October

These holidays are mandatory and shall be treated as paid holidays.

4.2 Festival Holidays

Festival holidays are declared based on cultural, regional, and religious observances.

Typical festival holidays may include:

- Pongal / Makar Sankranti
- Tamil New Year
- Ayudha Pooja
- Diwali
- Christmas
- Eid / Ramzan
- Good Friday

The final list of festival holidays will be determined annually by the management.

4.3 Optional / Restricted Holidays

Employees may be allowed to choose optional holidays from a list of religious or cultural holidays not included in the declared holiday calendar.

The company may allow **1–3 optional holidays per year**, subject to approval by the reporting manager.

5. Holiday Calendar

At the beginning of each calendar year, the Human Resources Department shall publish an official **Holiday Calendar** containing:

- List of national holidays
- Festival holidays declared by the company
- Optional holidays
- Total number of holidays for the year

6. Working on Holidays

In certain situations where operational requirements demand continuous production or services, employees may be required to work on declared holidays.

In such cases, employees shall be compensated through either:

- **Compensatory Off (Comp-Off)**, or
- **Overtime wages as per applicable labour laws**

7. Compensatory Off

Employees who work on a declared holiday may be eligible for compensatory leave.

Conditions for compensatory leave include:

- The employee must have worked on the declared holiday.
- Comp-off should be availed within the period specified by the company

8. Holiday During Leave Period

If a declared holiday falls during an employee's approved leave period, the holiday will normally not be counted as part of the leave.

9. Holiday Falling on Weekly Off

If a declared holiday falls on a weekly off day (e.g., Sunday), the company may decide whether to provide an alternative holiday based on operational considerations.

10. Shift Operations

For departments operating in shifts or continuous production environments:

- Holiday arrangements may vary depending on operational requirements.
- Shift employees working on holidays may receive compensatory off or overtime.

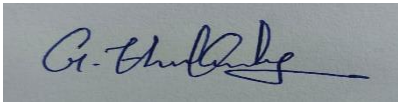
11. Policy Communication

This policy shall be:

- Communicated to all employees during induction
- Displayed on notice boards where applicable

12. Policy Review

This policy will be reviewed periodically by the Human Resources Department.

Prepared by	Approved by
	
ESG Coordinator	Director / MD