Working Hours Guidelines

A. Purpose

1. To help employees manage their working time with reasonable certainty and balance different aspects of their life for holistic experience.
2. Enable employees to plan and manage their work-related tasks and activities thereby maximizing productivity, success, and workplace satisfaction.

B. Objective

1. To formulate and communicate working hours (and other related aspects) in compliance with applicable employment legislation.
2. Publish guidelines with clarity for usage, implementation, and adherence by all concerned.

C. Scope

These guidelines apply to employees working in different formats of employment in Adani Energy Solutions Limited. (and its associate entities) unless specified otherwise.

D. General Guidelines

1. Total numbers of working hours for employees across different locations and establishments are within permissible limits of applicable employment legislation. For offices in India, statutory limit is 48 hours per week.
2. General Shift and other shifts (for round the clock operation) will be as per business requirements of concerned business unit and in compliance with applicable rules and regulations.
3. Different categories of leaves (Privilege Leave, Casual Leave, Sick Leave, Maternity Leave, Paternity Leave, Volunteer Leave and Joining Leave) available to employee will continue to be governed by provisions contained in Group Leave Policy.
4. Work-from-Home (WFH) is introduced for executives in Corporate Office Ahmedabad for select roles wherein outcomes can be delivered without change in efficiency or quality of work.

E. Amendments

Amendments or modifications to these guidelines will require approval of HR head.