



Address: Plot No.11C, Industrial Park, Site – A, Ammavaripalli Village, Penukonda Mandal, Anantapur, Andhra Pradesh, India-515164

Email: [govind@saehani.com](mailto:govind@saehani.com)

CIN -U28999AP2017FTC107297, Tel: +91-9133442003

## Overtime Policy

**Policy Number:** HR-POL-OT-001

**Approved by:** Managing Director

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### 1. Purpose

To define the guidelines under which employees may be required to work beyond normal working hours and to ensure fair and lawful compensation for such work, in compliance with applicable labor laws.

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### 2. Scope

This policy applies to all permanent, contractual, and temporary employees of KSH Automotive Pvt. Ltd. across all locations.

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### 3. Definition

- **Overtime** refers to the time worked beyond the standard working hours (as defined under the Factories Act, 1948 or relevant State Shops and Establishments Act).
- The standard working hours are **9 hours per day** or **48 hours per week**.

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### 4. Eligibility

- All non-managerial and non-exempt employees are eligible for overtime.
- Managerial and supervisory staff may not be eligible unless specifically approved by management.



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## 5. Authorization

- Overtime work must be **pre-approved** by the respective department head or shift in-charge.
- Unauthorized overtime will not be compensated.

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## 6. Overtime Rate

- Overtime will be paid at **twice the normal hourly rate** (as per Section 59 of the Factories Act, 1948).
- Overtime is calculated on **basic + DA (if applicable)**.

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## 7. Working Time Limits

- Overtime shall not exceed **50 hours per quarter** and **12 hours a day** (including normal hours), in compliance with legal norms.
- Employees must be given a **rest period of at least 30 minutes** after every 5 hours of work and **one weekly off**.

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## 8. Recording & Monitoring

- Overtime must be recorded in the **OT Register/Form** and authenticated by the department supervisor.
- The HR/Payroll team will consolidate and verify the overtime before processing payments.

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## 9. Compensatory Off

- If payment is not opted, compensatory off may be granted (subject to mutual agreement and within 1 month of performing overtime).



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## 10. Exceptions

- Emergency maintenance, breakdowns, or client-mandated urgent production runs may require exceptions, but must be documented and approved by senior management.
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## 11. Disciplinary Action

- Misuse or falsification of overtime records will lead to disciplinary action, including possible termination.
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## 12. Policy Review

- This policy shall be reviewed annually or as per changes in applicable laws.

A handwritten signature in black ink, appearing to be 'Yongsung Kim', is written over a faint, large watermark of the KSH logo.

**Mr. Yongsung Kim**  
**Managing Director**