

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205
Email: plants@morepen.com, Website: www.morepen.com,
Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591

OVERTIME POLICY

POLICY STATEMENT:

- Morepen is committed to comply with the provisions of law applicable in regard with working hours and overtime.
- Our employees shall be allowed to work Maximum 50 hours in a Quarter.
- Each employee shall have a weekly off for whole day, on any day in a period of one week.
- No Employee shall be allowed to work double shift from our own company or provided by other agency.
- Where a worker works more than nine hours in any day or for more than forty eight hours in any week he/she shall, in respect of overtime work, be entitled to wages at the rate of twice his/her ordinary rate of wages.
- We will ensure that the total number of hours of overtime in each case should not exceed more than 50 hrs in three months.
- We will provide weekly off in case anyone work on National Holiday.
- Compensatory off for working on Sunday or National Holiday will be allocated compensatory off.
- In case employee has no substitute in that case employee will be paid double Overtime

¹Effective from April 01, 2022.