

# Policy: Office Timings & Flexible Working Hours

## Policy Detail

### Introduction

AstraZeneca recognises its people is its greatest asset and strives to offer the flexibility to meet work/home commitments through the Flexible Working Hours Policy.

### Rationale

AstraZeneca Pharma India Limited Bangalore Head office timings is from 9:00 am to 5:30 pm. We would like to introduce some flexibility in the working hours to enable employees to experience increased job satisfaction and greater engagement.

### Applicability

Flexible start/finish times are available to Bangalore HO office based employees (full time and part time permanent and fixed term employees) with the exception of those whose job requires them to be present during certain times of the day. Start/finish times can vary so long as they are supported by AstraZeneca infrastructure.

Employees can start at the work place between 8:00 am and 9:30 am but they would be expected to deliver 8 1/2 hours of work including 30 minutes break.

Managers and employees may want to consider team meetings and other business requirements before planning their flexible work timings.

It's the responsibility of each Line Manager to ensure adherence to agreed working timings by team members.

### Revert to Standard Business Hours

At its discretion, AstraZeneca may choose to revert flexible start/finish time arrangements based on business requirements of the team or the relevant position.

### Considerations

Employees are responsible to ensure that their business deliverables and participation in business meetings and discussions are not hampered due to flexible working hours.

The following must be consider prior to seeking / approving flexible start/ finish times:

- Team meetins, business performance
- Business metrics must continue to be met, such as team/ department/ territory goals and individual KPIs.
- Business requirements such as team meetings, cross functional meetings & other meetings must be attended unhampered.

*S. Dutta*

Suchandra Dutta  
Issued by

*Smita Saha*

Smita Saha  
Authorised by

Gagan Singh  
Approved by

31 August 2017  
Issue Date

**CORPORATE & REGD. OFFICE**  
AstraZeneca Pharma India Ltd.  
P. B. No. 4525, Block N1, 12<sup>th</sup> Floor  
Manyata Embassy Business Park  
Rachenahalli, Outer Ring Road  
Bangalore - 560045, INDIA

TEL : +91 80 67748000  
FAX : +91 80 67748857  
CIN : L24231KA1979PLC003563  
WEB : [www.astrazeneca.com/india](http://www.astrazeneca.com/india)

**FACTORY**  
12th Mile on Bellary Road  
Venkatala, Kattigenahalli Village  
Yelahanka  
Bangalore - 560 063  
INDIA

TEL : +91 80 67749000  
FAX : +91 80 28462208  
+91 80 67749628

**Responsibilities**

Refer to the table for responsibilities associated with this Policy.

Role	Responsible for ...
<b>Employee</b>	<ul style="list-style-type: none"> <li>Evaluate business and team requirements while proposing flexible work timings</li> <li>Ensure availability at all critical business activities as agreed with Manager, unhampered due to flexible work timings</li> <li>Revert to usual business hours of 9:00am to 5:30pm if there is any business excigencies or if business is impacted</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>Evaluate business and team requirement before agreeing to flexible work timings for a team member.</li> <li>Ensure that granting an employee flexible working hours does not affect business outcomes and unavailability of team member for critical business activities</li> <li>Documenting and storing all applications and approvals in email.</li> <li>Periodic review of the situation to ensure business is unhampered &amp; change back to usual business hours of 9:00am to 5:30pm if any business problem is encountered.</li> </ul>

**Effective Date**

This policy is effective from 1<sup>st</sup> September 2017 and shall supersede all previous policies and practices in this regard.

  
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