

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

1. These guidelines apply to employees working in different formats of employment in Adani Ports and SEZ Ltd. (and its associate entities) unless specified otherwise.

D. General Guidelines

1. Total numbers of working hours for employees across different location and establishments will be within permissible limits of applicable employment legislation
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 and flexible working hours will continue to be governed by existing provisions

- E. Amendments to these guidelines only be made with approval of CEO-APSEZ