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	POLICY	Revision No : 03
	TITLE: WORKING HOURS POLICY	Review Date : 11/01/2025
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1.0 Policy Statement

Dutch-Bangla Pack Ltd. is committed to adhering to all applicable laws, regulations, and industry standards concerning working hours, overtime, and public holidays, ensuring the well-being and fair treatment of its employees. This policy aligns with SA8000 standards, ILO Conventions, and the Bangladesh Labor Act 2006, safeguarding workers' rights to fair working conditions.

1.1 Standard Working Hours

- The normal workweek is limited to 48 hours, as defined by Bangladesh Labor Law.
- Employees will not be required to exceed this limit except under permissible conditions outlined in this policy.

1.2 Weekly Day Off

- All personnel are entitled to at least one day off following six consecutive working days, as per national labor laws and SA8000 requirements.
- The designated weekly day off is currently Friday, though management reserves the right to adjust this as needed while ensuring compliance with the one-day-off rule.

1.3 Overtime




- All overtime work shall be voluntary and compensated at a premium rate as per the Bangladesh Labor Act or prevailing industry standards, whichever is more favorable to employees.
- Overtime hours will not exceed 12 hours per week under normal circumstances and shall not be a regular expectation.


1.4 Temporary Overtime for Business Needs

- During short-term business demands or temporary worker shortages, employees may be requested to work up to 3 hours of overtime per day, ensuring:
 - Such overtime is strictly voluntary.
 - The arrangement is temporary and reviewed monthly by the HR Manager and Factory Manager.
 - The company prioritizes the recruitment of additional manpower to normalize shifts as soon as possible.

1.5 Monitoring and Compliance

- The HR Manager, in consultation with the Factory Manager, will:

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- Conduct monthly reviews of manpower requirements to minimize excessive overtime.
- Ensure that overtime requests comply with this policy and are not used as a long-term solution.




2.0 Definitions

2.1 Normal Workweek

- A maximum of 48 hours per week, or fewer hours as mandated by Bangladesh Labor Laws, local regulations, or collective bargaining agreements.

2.2 Voluntary Overtime

- Overtime work must be performed voluntarily and incentivized through payment at a premium rate, ensuring compliance with labor laws and worker rights.

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