

## Employee Break Policy

At our organization, we recognize the importance of providing employees with adequate breaks to maintain productivity and well-being throughout the workday. Our employee break policy is designed to ensure that all employees have opportunities for rest and refreshment while balancing the needs of the business.

### Break Duration and Frequency

Employees are entitled to regular breaks throughout the workday, in accordance with applicable labor laws and company policies. Break duration and frequency may vary depending on the length of the work shift and local regulations. However, as a general guideline, employees can expect to receive a 15-minute break for every four hours worked, along with a 30-minute meal break for shifts lasting six hours or longer. These breaks are unpaid unless otherwise specified by applicable laws or employment contracts.

### Break Scheduling

We understand that scheduling breaks efficiently is essential to maintaining workflow and meeting business objectives. Therefore, employees are encouraged to coordinate break times with their supervisors or team members to minimize disruptions and ensure coverage during peak hours. While we strive to accommodate individual preferences whenever possible, operational needs may dictate specific break schedules for certain roles or departments.

### Break Areas and Amenities

To facilitate comfortable and convenient breaks, our workplace is equipped with designated break areas equipped with amenities such as seating, tables, and kitchen facilities. Employees are expected to utilize these areas responsibly, keeping them clean and tidy for the enjoyment of all staff members. Additionally, employees should be mindful of noise levels and respect the needs of colleagues who may be working nearby.

### Compliance and Reporting

It is the responsibility of all employees to familiarize themselves with this break policy and adhere to its guidelines. Any concerns or questions regarding break entitlements should be directed to the HR department for clarification and resolution. Failure to comply with this policy may result in

disciplinary action, up to and including termination of employment, depending on the severity of the infraction. We are committed to ensuring that all employees receive fair treatment and opportunities for restorative breaks during their shifts.