



WORK TIME POLICY

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1. PURPOSE

This Policy outlines Montego Pet Nutrition's approach to employee work hours, punctuality, time management, and productivity expectations, while ensuring full compliance with South African Labour Law, particularly the Basic Conditions of Employment Act (BCEA) Act No. 75 of 1997 as amended in 2025 and all applicable regulations.

2. SCOPE

Applies to all Montego Pet Nutrition employees regardless of contract type, job level, or location. Excludes third-party consultants and contractors. This Policy must be read together with the company's Disciplinary Policy, Probation Policy, and Parental Leave Policy to ensure consistency in employment conditions. This Policy applies to all employees of Montego Pet Nutrition, regardless of their position, location, or contract type. It does not apply to independent contractors and third-party consultants.

3. DEFINITIONS

TERM	DEFINITION
Break Time	Allocated time off during shifts for meals or rest.
Compressed Workweek	A schedule in which an employee works up to twelve (12) hours per day but fewer days per week, in terms of a written agreement compliant with section 11 of the Basic Conditions of Employment Act (BCEA).
Designated Rest Areas	Areas such as kitchens or benches are designated for employees to take their breaks.
Earnings Threshold	The annual remuneration limit determined by the Minister of Employment and Labour (R 261 748.45 per annum effective 1 April 2025), below which the BCEA's working-time protections apply.
Inactivity	Periods during scheduled work when the employee is not actively engaged in duties.
Loitering	Remaining in the workplace without a work-related purpose or approval, e.g., lingering in break rooms outside scheduled break time.
Productivity	Efficient completion of assigned duties within scheduled work hours.
Tardiness	Late arrival to work or duties without a valid reason, e.g., arriving at 08:10 when the shift starts at 08:00.
Time-wasting	Engaging in personal, social, or unrelated activities during work time.
Unapproved Areas	Spaces not designated for use unless permitted by management.

4. WORK TIME

Employees are expected to focus on assigned duties and avoid loitering, wandering, or extended socialising during working hours. Supervisors are required to monitor productive time fairly and in accordance with Montego Pet Nutrition's Disciplinary Policy.

While on duty, employees must prioritise their work and avoid actions that can adversely affect their productivity, such as loitering, wandering around, or engaging in informal conversations when they have pending tasks to complete.

5. NORMAL HOURS OF WORK

- No shift may be less than four (4) hours or more than twelve (12) hours.
- The average weekly working hours must not exceed forty-five (45) hours.
- Employees must clock in at least five (5) minutes before shift start, and work may include weekends and holidays if required.
- Ordinary hours of work may not exceed nine (9) hours per day if an employee works five days a week, or eight (8) hours per day if an employee works six days a week, unless a compressed workweek agreement exists in writing as per s 11 BCEA
- Any averaging of hours over a period of up to four (4) months must be in writing and signed by the employee and Montego Pet Nutrition

Under the terms of the appointment, an employee may not be scheduled to work a shift of less than four (4) hours or more than twelve (12) hours at any time.

Employees must work as scheduled and clock in at least five (5) minutes before their shift or workday starts to ensure that work commences and ends at the exact scheduled times.

Work schedules may include Saturdays, Sundays, and/or Public Holidays. If worked, it will be compensated with appropriate time off, or at the discretion of Management, may be reimbursed at the applicable rate. Employees may need to work longer or shorter days to achieve an average of forty-five (45) hours per week, regardless of the production cycle.

6. NORMAL PRODUCTION SHIFTS

Normal Production Shifts per department are as follows:

**Please note that current schedules are subject to change*

DEPARTMENT	SHIFT DETAILS
Dry Production Graaff-Reinet	06:00 – 14:00 14:00 – 22:00 22:00 – 06:00 Thirty (30) minutes break
Dry Production	06:00 – 18:00 18:00 – 06:00

Centurion	One and a half (1.5) hours break	
Non-Production	07:00 – 17:00 One (1) hour break	or 07:30 – 17:00 Thirty (30) minutes break
Centurion Depot	- Two (2) Weeks 14:00 - 22:00 Thirty (30) minutes break - One (1) Week 07:00 - 17:00 One (1) hour break	
Durban Depot	- One (1) Week 07:00 - 17:00 One (1) hour break - One (1) Week 08:00 - 18:00 One (1) hour break	
Administrative	08:00 – 17:00 One (1) hour break	
Engineering	07:00 – 16:30 Thirty (30) minutes break	
Security	07:00 – 19:00 19:00 – 07:00 One and a half (1.5) hours break	
SHEQ Cleaners	Weekdays: 06:00 – 14:00 14:00 – 22:00; Saturdays: 06:00 – 14:00 Thirty (30) minutes break	
Warehouse (WH03) Treats Production	06:00 – 14:00 14:00 – 22:00 22:00 – 06:00; Saturdays: 06:00 – 14:00 14:00 – 22:00 Thirty (30) minutes break	

7. MEAL AND REST PERIODS

All employees are entitled to one (1) unpaid meal break per shift. The duration of the break is based on the shift length:

- Thirty (30) minutes for eight (8) hour shifts;
- Sixty (60) minutes for ten (10) hour shifts
- Breaks must be taken after five (5) hours of continuous work and are scheduled by the employee's Manager / Supervisor.

- During the meal period, employees are relieved of all duties and must not remain in their work area.
- All employees are given one (1) meal period each workday.
 - Employees working an eight (8) hour shift will receive a thirty (30) minute break.
 - Employees working a ten (10) hour shift will receive a sixty (60) minute break.
- After five (5) continuous work hours, the employee may take meal breaks as scheduled by the relevant HOD / Manager / Supervisor.
- HODs / Managers / Supervisors will schedule meal periods to accommodate operating requirements.
- Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Employees are entitled to a minimum daily rest period of twelve (12) consecutive hours between ending and starting work, and a weekly rest period of thirty-six (36) consecutive hours (unless varied by agreement) as per s 15 BCEA

8. PUBLIC HOLIDAYS

Montego Pet Nutrition grants time off on all South African Public Holidays unless operational requirements demand otherwise.

- Employees who work on a Public Holiday are compensated according to the *BCEA* or provided with alternative time off.
- Recognised Public Holidays include:
 - Montego Pet Nutrition will grant time off to all qualifying employees on South Africa's Public Holidays.
 - Based on operational requirements, certain employees may be required to work on a statutory Public Holiday.
 - Payment for work on Public Holidays (s) will be calculated following the *Overtime Policy*.

If a Public Holiday falls on a day an employee would ordinarily work, and the employee does not work on that day, the employee will receive ordinary pay for the day (s 18 BCEA).

If the employee works on a Public Holiday, they will be paid double their ordinary wage or be granted a paid day off in lieu.

Sunday work shall be paid at double rate if Sunday is not an ordinary working day, or 1.5× if it is an ordinary working day.

January New Year's Day	March Human Rights Day	April Good Friday	April Family Day
April Freedom Day	May Workers' Day	June Youth Day	August

			National Women's Day
September Heritage Day	December Day of Reconciliation	December Christmas Day	December Day of Goodwill

9. ***If the Public Holiday is taken as a holiday, employees will not receive any time off or pay for this day, as the holiday has already been taken.**

10. TIMEKEEPING / PAYROLL

- All employees must clock in and out at the prescribed terminals.
- Employee hours are monitored using a daily Clocking Overview Report, which accurately captures and details employees' clocking activity. Therefore, it is in the best interest of the employee to diligently record their hours of work at the terminals as mentioned above, should they wish to ensure an accurate wage calculation.
- Every employee is responsible for accurately recording time worked. Failure to do so, specifically by not "clocking in and clocking out," will result in non-payment for unrecorded and/or substantiated hours. Legislation requires Montego Pet Nutrition to accurately record time worked to calculate employees' pay and benefits.
 - Any employee who attempts to mislead Montego Pet Nutrition to create a false impression of hours worked will be subjected to Montego Pet Nutrition's *Disciplinary Procedure*, considered a serious offence.
 - "Time worked" is all the time spent on the job performing assigned duties.
 - Any changes to shifts worked or reasons for short-time, inaccurate, or missed clocking must be liaised with the Payroll Department to ensure the accuracy of changes to the clocking system.
 - Employees working remotely will be required to clock in using the remote systems provided by the IT Department.
 - Merchandisers and Sales Representatives must sign in/out to their mobile devices before starting/ending their routes.

Records will be kept for a minimum of three (3) years in accordance with s 31 BCEA. Tampering or falsification constitutes serious misconduct and will be dealt with per the Disciplinary Policy.

Leave Balances (payment restrictions)

- The encashment of leave is not allowed by law and is in contravention of the *Basic Conditions of Employment Act (BCEA)*, other than at the time of termination of services.
- Montego Pet Nutrition is required by law to ensure that employees take Annual Leave within the time frames laid down in the *BCEA*.
- Leave is to be taken at a time mutually convenient to both the employee and Montego Pet Nutrition, with operational requirements taking precedence.

- Any accumulated days allowed in law are subject to a maximum of one and a half (1.5) times the employee's annual entitlement.
- The Payroll Department must review all leave balances once a month to ensure compliance with the provisions of this Policy.

Overtime is voluntary and may not exceed three (3) hours per day or ten (10) hours per week, unless otherwise agreed in writing (s 10 BCEA).]

Employees earning above the BCEA earnings threshold are not entitled to statutory overtime rates but may receive overtime benefits if contractually provided.

11. OVERTIME

Employees may be required to work *Overtime*, subject to operational needs and prior Management's approval.

- All overtime will be compensated at one and a half times (1.5x) the employee's ordinary wage or as otherwise required by the *BCEA*.
- Work performed on Sundays or Public Holidays may be compensated at double rate (2x), depending on the nature of the work and agreement.

Please refer to the *Overtime Policy* for more information on Overtime Rules and Regulations.

12. NIGHT SHIFT ALLOWANCE

Employees who work predominantly between 18h00 and 06h00 will receive a *Night Shift Allowance per shift (not per hour)*, in accordance with the *BCEA*.

This allowance only applies to employees earning below the prescribed Earnings Threshold.

Employees will receive a one-off night shift allowance for all hours worked between 18:00 and 06:00, provided the majority of their working hours fall within this period, as per the Company Policy / *Basic Conditions of Employment Act (BCEA)*.

It is important to note that employees do not receive a per-hour Night Shift Allowance but a per-shift Allowance.

13. TARDINESS

Employees are expected to arrive on time and be ready to start work at their scheduled shift time. Persistent lateness without a justifiable reason constitutes misconduct and will be managed per the Disciplinary Policy's progressive discipline process.

Supervisors and designated staff must report at least fifteen (15) minutes early for *Handovers*.

Repeated lateness without a valid reason will be addressed using Progressive Discipline.

14. LOITERING

Employees must remain in their designated work areas during work hours unless permitted to move.

Unauthorised breaks or lingering in unassigned areas during work hours are considered Loitering and are subject to Disciplinary Action.

15. TIME-WASTING

Employees must perform work-related tasks during scheduled hours. Activities such as personal phone use, socialising, or browsing non-work-related content during work hours are prohibited.

Examples of time-wasting include watching videos, chatting excessively, or using devices during work.

16. SMOKING AND VAPING PROCEDURE

Smoking and vaping are only allowed in designated areas during designated break times.

- Employees from the same department may not take smoke breaks at the same time unless approved.
- Smoking is prohibited in all company vehicles and indoor working environments, as per *OHSA Regulations (Occupational Health and Safety Act, Act No. 85 of 1993)*.

17. MOBILE DEVICES

Mobile devices may only be used for work-related purposes during working hours.

- Personal use is limited to scheduled breaks and may only occur in safe, approved areas.
- Charging devices in production or factory areas is not permitted unless authorised.
- Employees are strictly prohibited from using mobile devices while operating machinery or company vehicles except where hands-free systems are installed

18. COMPLIANCE WITH LABOUR LAWS

This Policy aligns with the Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), and Occupational Health and Safety Act (OHSA). It also aligns with the Constitutional Court ruling on Shared Parental Leave (4 months and 10 days) and Montego's Parental Leave Policy (March 2025 revision).

Where this Policy provides benefits greater than statutory minimums, those benefits will apply. Where contracts or collective agreements offer better conditions, they will prevail.]It ensures fair working conditions, regulated work hours, rest periods, and protection for employees in the workplace.

19. DISCIPLINARY ACTION

Violations of this Policy will result in Progressive Disciplinary Measures, including Verbal Warnings, Written Warnings, Suspension, and Termination. All disciplinary actions will follow Montego Pet Nutrition's Employee Relations and Disciplinary Guidelines Policy to ensure procedural and substantive fairness in accordance with the LRA.

The nature and frequency of the violation will determine the level of action applied.

20. RESPONSIBILITIES

- Employees are responsible for adhering to all work time and conduct rules as stated in this Policy.
- Supervisors and Managers are responsible for monitoring attendance, time usage, and taking corrective action where necessary.
- Managers must retain signed compressed-workweek agreements, overtime authorisations, and night-work consents for audit purposes for no less than three years

21. QUERIES

Any questions or concerns regarding this policy should be directed to the Human Resources Department.