



Prayer Time Policy





1. Purpose

To provide reasonable accommodation for employees wishing to observe daily prayers while ensuring minimal disruption to business operations and respect for all colleagues.

2. Scope

This policy applies to all employees of Silk Mile.

3. General Rules

- Prayer time is limited to 10 minutes per prayer.
- Prayers should be performed outside the office area in a designated or discreet location.
- Employees must ensure that prayer does not disturb or inconvenience other employees or disrupt ongoing work.
- Employees must not use prayer breaks to extend lunch or personal breaks.
- Line managers may adjust work schedules if operationally required.

4. Compliance

- Employees must respect the prayer rights of colleagues while maintaining professional decorum.
- Abuse of this policy (e.g., taking excessive time, disturbing others, or using prayer time as additional breaks) will result in disciplinary action.