

Genuity Systems Ltd.

Working Hours, Attendance and Leave Policy

3.1 Objectives:

The objective of this policy is to regulate working hours, office attendance and all types of leave that are available to the employees of Genuity Systems Ltd. ('GSL' or 'The Company') as a benefit and to outline procedures to administer such matters.

The Company offers several types of leaves to its employees to meet various personal and emergency needs with a view to reviving and enhancing working spirit of the employees. The Company maintains a software-tool named Employee Management System (EMS) for administration of leave related matters. The company also has an Access Control system (ACS) already installed serving access security and control needs. Data generated by the ACS is preserved for investigative purposes and for statistical analysis on office attendance pattern of individuals and company in general.

3.2 Working Hours ('Office Hours'):

Standard working hours of The Company is from 9:00 a.m. to 6:00 p.m. from Sunday to Thursday of every week. However depending on the nature of work and operational requirements some employees of certain departments may not be able to follow standard working hours. Working hours for such employees are governed by roster and scheduled time suitable for respective departments.

3.3 Flexible Time ('Flexi Time'):

In a normal working day employees will enjoy 90 minutes of Flexi Time which is allocated as following:

Break	Duration
Lunch Break	60 minutes between 1:00 pm and 2:30 pm
Refreshment Break-1	15 minutes between 11.30 am and 12.00 noon
Refreshment Break-2	15 minutes between 03.30 pm and 4.00 pm

Note: The above timing allows some flexibility to individuals in choosing start of break time.

3.4 Annual Leave:

3.4.a Definition and Entitlement. 'Annual Leave' is a period of approved leave of absence from official duties with pay. It is intended to allow employees vacation time, rest & recreation, and for attending to misc. personal needs. After

probationary period an employee is entitled to 15 days of annual leave. During approval process while workplace needs are to be considered first, if possible, need of the employee concerned is to be met. In rare and extra-ordinary cases, if extra days of annual leave is requested and granted, those days will be treated as 'Leave Without Pay' or simply 'unpaid leave'. Maximum 10 (ten) days unpaid annual leave may be sanctioned. Employees under probationary period are not entitled to annual leave. However in case of emergency maximum 5 (five) days of unpaid leave may be granted to such employees.

3.4.b Approval Authority for Annual Leave. Authority for approval of annual leave of an employee, temporary or permanent, is vested on his/her immediate manager or supervising executive. On receiving verbal request for annual leave from an employee, if the immediate manager has no objection, he will have to obtain verbal permission from his superior functional manager/executive. The employees, on obtaining verbal permission from his/her immediate manager, will formally apply for the leave through EMS panel. Approval on the leave request in EMS panel by the immediate manager will complete the leave approval process.

3.4.c Prior Notice for Leave. A two-week notice by the employee to the immediate manager is required for taking annual leave for duration longer than 5 working days.

3.5 Holiday Privilege:

Employees of GSL will enjoy minimum one paid holiday in a week. Presently except for few departments, two days paid holiday in a week are allowed ('weekend days'). The duration of weekend however may be changed by the company management if so needed in the interest of the company. In addition The Company will follow the Government declared important paid national holidays (Martyrs' Day and International Language Day, Birth Day Of Bangabandhu and Ziaur rahman depending on Government notice, Independence day, Bengali New Year, May Day, Buddha Purnima, Shab-e-Barat, Shab-e-Qadr, Eid-UI-Fitr (3 days), Mourning Day depending on Government notice, Durga Puja, Eid-UI-Azha (3 days), Victory Day, and Christmas Day). Any special holiday declared by the Government will NOT be automatically observed by GSL. GSL management's decision on such event will be what the employees will follow.

3.6 Parenthood Leave:

3.6.a Entitlement of Parenthood Leave for Female Employees. During parenthood female employees of GSL will be entitled to maximum four months of paid 'maternity leave'. Extension of maternity leave beyond four months, if needed, due to medical reasons i.e. on advice of a doctor, will be considered as Leave without

Pay. Any such extension of maternity leave must not exceed 2 (two) months and be approved by immediate manager of the employee who will in turn obtain permission from his superior functional manager/executive. The employee who requests and obtains extended unpaid maternity leave will do so with clear understanding of the followings:

- (i) The company will NOT be obligated to keep her position vacant during the extended part of the maternity leave.
- (ii) She has to obtain a formal approval of the company through the HR Department before re-joining the office. and
- (iii) Denial by the company for her to re-join will indicate permanent separation of her from the company. HR Department will proceed with discharge formalities.

Parenthood leave with pay will NOT be applicable to an employee (male or female) for birth of his/her 3rd or 4th child. Extended maternity leave policy as mentioned above will be applicable to cases of birth of 3rd or 4th child of a female employee.

3.6.b Entitlement of Parenthood Leave for Male Employees. Male employees will enjoy maximum ten days of paid parenthood leave for birth of each of 1st and 2nd child only. They may avail 10 days of unpaid leave for each of his 3rd and 4th child birth.

3.6.c Authority for Approval of Parenthood Leave. Authority for approval of Parenthood leave of an employee is vested on his/her immediate manager who in turn will inform his superior functional manager /executive on the matter. The employee must obtain verbal permission for taking Parenthood leave from his/her immediate managers and then formally apply for the leave through EMS panel. Eight weeks prior notice is required for taking Parenthood leave by a female employee. Addition of other kinds of leave with parenthood leave is not permitted. The employee (male or female) must submit supporting documents to HR Department for scrutiny and records.

3.7 Sick Leave:

3.7.a Entitlement. For 'ordinary' and 'severe' sickness an employee may avail paid sick leave for maximum 5(five) and 15 (twenty) days respectively in a year. These include all kinds of holidays which fall within this time. Doctor's prescription submitted on return to duty after ordinary sickness (under 5 days) will be required as supporting document. For sever sickness (over 5 days) written advice from a doctor for rest covering the period is required to be sent by mail to the immediate

manager within first week of sickness. Unutilized sick leave in a calendar year will be carried forward to the next year as per provisions of clause **3.14. b.**

If it is absolutely required to extend sick leave beyond 15 days in a particular year for severe sickness, as per doctor's advice, the employee may seek permission for use of his/her unused accumulated sick leave. If unused accumulated sick leave days are not enough then the management, at its discretion, may consider further extension of sick leave as 'Leave Without Pay'.

3.7.b Sick Leave Approval Process. For An employee will inform to his/her immediate manager in person (if possible) or at least over telephone/email of having to be absent from office due to sickness. The employee must also inform the company management of his/her taking sick leave through EMS panel. Sick leave taken must be regularized and approved on return to duty after recovery from sickness by submitting supporting document from a doctor to HR department. Any sick leave not regularized within two weeks of return from sickness will automatically be treated as absent without leave (AWOL) and may affect employees annual leave and or pay.

3.8 Half Day Leave:

An employee may take half day leave as part of annual leave if required that will be accounted towards his/her entitlement of annual leave. Half day leave will be calculated as Morning half (first four hours) and Evening half (last four hours) of his/her total working hours. Two half day leave will be considered to be equivalent to one day leave. Immediate manager of the employee may approve half day leave without consulting or permission from anyone. However the employee concerned must apply for such leave through EMS panel as usual.

3.9 Wedding Leave:

3.9. Entitlement. Female and male employees of GSL may apply for maximum 15 and 10 days of paid 'Wedding Leave' respectively. This duration includes all kind of holidays those would appear within the period. However the department manager of the employee will decide about the length of leave depending upon the work-load and leave schedule of other members of the department.

3.9. Approval Process of Wedding Leave. Authority for approval of Marriage Leave of an employee is vested on his/her immediate manager who in turn will inform and take verbal approval of his superior functional manager. The employee concerned will take verbal approval from his/her immediate manager and thereafter apply for wedding leave through EMS panel. Only unmarried employees are allowed Wedding Leave once during entire employment period with the Company.

3.10 Leave for Training:

3.10. a. Paid Leave for Training: Leave for official training will be considered 'Paid Leave for Training'. On being nominated for training by The Company (through HR Department) the employee will apply for Paid Leave for Training through EMS. The employee may proceed for the training once formal approval for paid leave for training is given by the employee's immediate manager.

3.10. b. Unpaid Leave for Training: Leave for private training that is arranged and pursued under personal initiative, if granted, will be regarded as 'Unpaid Leave for Training'. Maximum three months of unpaid leave for training may be granted to an employee during his/her entire employment period with The Company. Employees are required to apply for such training leave through EMS after obtaining verbal approval by their immediate manager. The grant of training leave under personal initiative is at the discretion of the employee's immediate manager and his superior functional manager/executive. The immediate manager if convinced to approve such leave will consult and obtain permission from his superior functional manager/executive before formally granting such leave.

3.11 Leave for Official Tour:

Leave for official tour will be considered as in-service activity with pay. Such leaves will be granted by employee's immediate manager. No EMS entry is required for such leave.

3.12 Consideration of Holidays within Leave:

Except Annual leave, holidays that fall in between leave duration will be considered and accounted as leave day. Annual leave can be taken before and after regular holidays. However, practice to take sandwiched leave having regular holiday in between should be discouraged by managers.

3.13 Duty on Holidays / Off Days:

If department needs lower grade employees on holidays/off days on a regular basis, manager may engage someone on payment with prior consultation and approval of the management. Managers are not entitled to get any payment for working on holidays/off days.

3.14 Carry Forward of Leave:

3.14. a. Annual Leaves Carry Forward:

An employee may carry forward maximum 10 (ten) days of unutilized annual leave to the following year. Any leave days carried forward from a year must be used by 31 March of the next year. If not taken, employee may claim 1 (one) day's base salary for each unused annual leave carried forward. This claim must be made in writing to the HR manager within April 30 of that year. If not claimed, leave will be lapsed and claims beyond April 30 will not be entertained. The management reserves the right to grant annual leave to an employee instead of having to pay for unused annual leave.

3.14. b. Sick Leaves Carry Forward:

Unused yearly 'ordinary' and 'severe' sick leave will be automatically carried forward to the following year. Sick leave may be accumulated for up to 60 days excluding allowance for the current year. Accumulated sick leave can be used for ONLY 'severe' i.e. 'long term' sickness/disability. In case an employee has exhausted full 5 days of entitled 'ordinary' sick leave but needs some more days for 'ordinary' sickness, then those sick out days will be adjusted from the employees annual leave (even if the employee has credit balance of accumulated sick leave).

Note. Carry forward of sick leave will be calculated from the joining date of an employee.

3.15 Office Attendance. Timely attendance at office is not only a sacred responsibility but also an obligation for every employee and managers. It is incumbent upon everyone in the company to self-regulate themselves on this responsibility. Immediate managers are responsible to ensure 'proper attendance' of their employees by periodic monitoring of their attendance log in the ACS data vis-à-vis their work load during off office-hours on the prior day. Here 'proper attendance' implies attendance of his individual employee to his/her satisfaction on any specific working day. Immediate managers however should bring to the notice of The Company management, through the HR Department, of apparently un-rectifiable cases of abuse of office time by individual employee working under his/her. Common abuse of office attendance rules are frequent late arrivals, early departure, absence etc.). The Company will NOT accept any reason or excuse for frequent late arrivals and early departures. The Company management will take appropriate action per company policy and as deemed fit.

3.16 Leave Penalty:

3.16. a. Absent Without Leave (AWOL). Absence of an employee from place of work, who has not secured prior approval of any kind of leave or on-duty engagement, as observed by his/her immediate manager, will be considered as 'breach of discipline' case. The Managers MUST report such absence, without any exception, to the HR Department. The HR Department on being reported by the immediate manager of the employee will record this absence as 'absent without leave' or simply 'AWOL'. In addition to appropriate disciplinary action as per company policy, the duration of AWOL will be adjusted towards the employee's entitled annual leave. In cases where the balance of annual leave is zero or negative the duration of AWOL will be considered as 'Leave without Pay'.

3.16. b. Additional Annual Leave Days. After 15 day's annual leave, any extra leave day, if granted, will be considered as 'Leave Without Pay'. The process of granting additional annual leave will be the same as for granting of Annual Leave (para 3.4).

3.17 Long Term Disability:

If anyone needs and obtains more leave time without pay after exhausting all entitled maternity or sick leaves his/her position will be declared as vacant by HR. After recovery the employee can only join if (i) his/her position still remains vacant, (ii) the company still requires his/her service, (iii) he/she has obtained written permission from HR Department to rejoin.

3.18 Spot Cancellation of Leave:

Immediate managers of respective department reserve the right to cancel any kind of leave (except employees on Sick Leave and Wedding Leave) at any time for the best interest of the company with 24 hours prior notice. However such action should be rare and if at all needed must be done judiciously.

3.19 Leave Request and Approval Procedure:

Different types of leaves have different approval procedure as explained in respective description of each type of leave made earlier in this document. In general an employee should discuss with his/her immediate manager at the planning stage on taking a leave (other than sick leave). The manager concerned will decide on approval of the requested leave (if within his authority) depending upon the work load and manpower availability in the department. Once the manager agrees, the employee will apply for leave through EMS only if required to do so for the type of leave involved. After evaluating the situation and in some cases consulting with the

superior functional manager/executive (only if required for certain types of leaves), the immediate manager will formally approve the leave in the EMS panel. The employee is responsible for submitting supporting documents depending on the type of leave (if required) to the HR Department for scrutinizing, regularizing, and record keeping.

3.20 Special Consideration for Approval of Leave of Managers:

In case of leave of Managers, they should verbally obtain approval from respective superior functional managers/executive as well as from the Executive Director ('ED'). Only then managers should file application for leave through EMS for having the approved leave recorded.

3.21 Cancellation of Approved Leave:

In case, anyone wants to cancel an approved leave, he/she has to inform the HR Department for cancellation. HR will record cancellation of the leave in the EMS panel on their behalf.

3.22 Responsibilities of an Employee Before Proceeding on Leave:

An employee MUST do the followings before proceeding on any type of leave:

3.22.a Send emails to all co-workers in his/her department plus parties he/she is interacting with related to on-going projects, informing date he/she is proceeding on leave and date of joining back from leave.

3.22.b Handover existing on-hand tasks/responsibilities to co-workers as per specific instruction from the immediate manager. Confirm handing over of such responsibilities by email to the immediate manager and interacting parties who may or may not be in the same department.

3.22.c Bring to the notice of the immediate manager of any deadline to complete tasks that fall within the approved leave period.

3.22.d Inform immediate manager of any situation that may arise during his/her leave of absence and suggest ways to resolve such situation.

3.22.e. Hand over password and physical keys as the case may be to designated person per the instruction of the immediate manager.

Note: Non-compliance of these rules will constitute 'gross violation of individual responsibility and company policy' and will have disciplinary implications.

3.23 General Responsibilities of Employees on Leave and Office Attendance Matters

3.23. a. Read and understand the provisions of the latest versions of this policy. Not being aware of this policy cannot be cited as a defense against proceedings on violation of any provisions of this policy by an employee or manager during any investigation or disciplinary action.

3.23. b. Obtain official approval before proceeding on leave of any kind. Exception to this policy may be granted on emergency sick leave cases, on case by case basis.

3.23. c. Attend office on-time. On time means 3 to 5 minutes early, not late. Similarly early departure from office is not desirable. A 'pattern' of late reporting to office and/or early departure is a 'breach of discipline' case. Individual office attendance record is the reflection of an employee's personal discipline and commitment towards the company he/she is serving. Record of office attendance will constitute important criteria for personal evaluation.

3.23. d. Individuals go on leave but the company continues to function. So before proceeding on leave/training an individual employee must follow the instructions contained in the above mentioned paragraph 3.22.

3.24. Responsibilities of Immediate Managers on Leave and Office Attendance Matters

3.24.a Ensure timely reporting to office and proper office attendance of employees. The discipline of the entire company is adversely affected if trend of late attendance or early departure is not curbed at its root. Traffic jam, distance from home to office, etc. etc. should not be accepted as reason for late attendance. However HR Department may allow some flexibility in this regards taking into consideration traffic, weather, or special situations on specific days or span of time (season). Such flexibility, if allowed, will be communicated to managers by the HR Department.

3.24.b. Report trends of non-compliance by individual employee to the HR Department before the HR does it to the immediate manager (reverse). The company management will treat 'reverse reporting' as an indication of weakness or ineffectiveness of the immediate manager concerned.

3.24.c Managers need to make decisions on request for leave with compassion swiftly. The balance of company requirement and need of the employee must be made through consultation judiciously, boldly and decisively.

3.24.d. Ensure following of official procedures properly and completely related to leave. Official record of leave and associated financial implications are tied to the leave related procedures.

3.24.e. Surprise issues are never desirable. Managers are required to be proactive rather than reactive. They are advised to keep HR Department informed and coordinate with it on matters perceived to develop into unpleasant administrative issues later.

3.25. Responsibilities of Functional Managers on Leave and Office Attendance Matters

3.25.a Functional managers will in general agree to the opinion of the immediate managers in cases of approval of leave of employees. However the functional manager may be aware of some immediate project or task of vital importance to the company that the immediate manager may not be aware of. In such cases the functional managers may decline approval of leave request presented by the immediate manager.

3.25.b Functional managers are responsible for approval of leave of managers under them. In these cases verbal approval of the ED is mandatory.

3.25.c Functional managers need to monitor from time to time the on-line attendance records of the groups under them and ensure to their satisfaction that everything is going fine. They must promptly intervene in case they observe weakness of any manager he/she supervises.

3.26. Responsibilities of HR Department on Leave and Office Attendance Matters

3.26.a. Ensure implementation and adherence of the points contained in this policy document.

3.26.b. Ensure proper functioning of the ACS and EMS system including archival of the data so generated.

3.26.c. Extend a helping hand to the managers in leave and office attendance matters. Bring to the notice of trends of violation or major violations of the policy by an employee. Also inform the ED and seek for his advice for action to be taken.

3.26.d. HR Department may, at its discretion, allow some flexibility in the late attendance and early departure matters taking into consideration traffic, weather, or special situations on specific days or span of time (season). Such flexibility, if

allowed, should (a) be informally communicated to the department managers and (b) should not be turned into a routine affair i.e. extend year long.

3.26.e. Ensure proper record keeping on leave and office attendance. Enforce follow of official procedure in the leave approval and record keeping process. Help department managers by providing auto feedback of electronically or otherwise captured data on breach of office attendance policy along with information on extra hours of work performed in office, after office hours, during corresponding period.

3.26.f. Present EMS/ACS data in support of investigations related to leave and attendance. Also present EMS/ACS data on leave and attendance of employees to their managers for performance evaluation purposes.

3.26.g. Bring to the notice of the ED on signs of avoidable weakness of any manager related to leave and office attendance contributing to the deterioration of overall discipline of the company.

3.27 Change and Updates of this Policy:

Management reserves every right to make updates, changes, or cancel any clause of this policy or add new clause to it at any time.

3.28 Circulation of this Policy Document:

The HR Department will ensure permanent availability of the latest version of this policy document (either written or in electronic form) to all employees of The Company. Not being aware of this policy cannot be sited as defense against violation of any provisions of this policy by an employee or manager during any investigation or disciplinary action.

3.29 Functional Department By Laws on Leave and Attendance

Functional departments are encouraged to formulate their own Leave and Attendance policies (By Law) applicable to employees of the department(s). Such bylaws, however, must remain within the scope of this policy document. In other words no bylaw should violate any provisions of this policy. Also all bylaws and their amendments must be vetted from the HR Department before circulation.

3.30 Conclusion:

Employees of The Company are entitled to various types of leaves as part of company provided benefit package. This document serves as a source for information on entitlement of different types of leaves for individual employee. It

lays down the policy of The Company in governing entitled leaves of different kinds and approval of the same. It also governs office timings and attendance rules. The document covers overall responsibilities of managers and employees in matters of administering and availing leaves, attending office, and reporting associated issues. All managers and employees are expected to read, understand, and use this document as a guide for respective purposes.