

**Attendance and Punctuality Policy**

**Objective:**To ensure discipline, accountability, and transparency in employee attendance and working hours, supporting both organizational efficiency and individual responsibility.

**Working Hours and Shift Timings:**

* Employees are expected to spend a minimum of **9 gross hours** in the office each day, which includes a **1-hour break** for lunch and refreshments. The **effective working hours** behind the biometric system must be **at least 8 hours**.
* Special shift arrangements due to project or personal needs must be mutually agreed upon by the **Project Manager and the employee**, with **formal communication to HR**. For better understanding, please refer to the Shift policy.

**Biometric & Attendance Monitoring:**

* **Biometric IN and OUT punching is compulsory** for all employees. Attendance and work hours are calculated based on these records.
* In case of any **biometric errors or failures**, the employee must report the issue to the **IT team** immediately for resolution.
* **Tailgating is strictly forbidden**. Employees must ensure the **entry/exit gate is properly closed** behind them to maintain security and tracking integrity. Violations will lead to **disciplinary action**.
* Working hours will be classified as follows:  
  + Less than **6 hours** = **Short Leave**
  + Less than **4 hours** = **Half-Day Leave**

**Work From Home (WFH) Attendance:**

* WFH is primarily allowed for **medical reasons** (self or first-degree family member). For any other reasons, it will be approved **only on a requirement and case-to-case basis** at the discretion of the management.
* During WFH, the following are **mandatory**:  
  + **Clock IN and OUT** via **Keka**
  + **TimeChamp** system tracking must be installed and active throughout the working hours
  + **Daily task report** submission to the designated platform (e.g., @Leave Leave)
* The **HR Operations Team** will perform routine **audits** based on:  
  + Keka attendance logs
  + TimeChamp system usage reports
  + Submitted daily task reports
* Any **discrepancies or failures** in any of these areas will result in the day being marked as **Leave Without Pay (LOP)**.
* For better understanding, please refer to the Work from home policy.

**Leave and Travel Policies:**

* All requests for **Leave or Work From Home must be submitted through Keka** only. Email or verbal requests will not be entertained.
* Refer to the detailed **Leave Policy Document** for guidelines on leave eligibility, approval, and types.
* For any official travel—whether domestic or international—it is mandatory for **all employees, regardless of their designation or seniority level**, to obtain **written approval via email** from their **Department Head or reporting authority**, with **HR kept in CC**. This policy applies uniformly across the organization, from junior staff to senior management. Any travel undertaken without this prior written approval will be considered unauthorised, and the respective travel days will be treated as **Leave Without Pay (LOP)**.

**Overtime and Weekend Work:**

* Employees working **overtime**, on **weekends**, or **remotely** are required to:  
  + **Log attendance** using Keka (punch in and out)
  + **Email a detailed work report** to reports@antiersolutions.com
  + Secure **approval for extra work hours** from the relevant authority
* Refer to the comprehensive **Overtime Policy** for clarification on eligibility and compensation.