

Attendance Policy

Policy Title: ATTENDANCE

Version: 3.0

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Updated:

1. PREAMBLE

The primary objective of attendance policy is to maintain, administer the regular attendance and to record employees work timings. Every employee in the company has an important role in ensuring their regular attendance for efficient flow of daily business activities. Employees are therefore, expected to be at work during their stipulated timings on each business day.

Absence from office without intimation is considered irresponsibility and lack of commitment towards work. Absence of even one person may have a negative impact on the deliverables because someone else must perform the work of the absentee in addition to their regular duties. For this reason it is extremely important that everyone adhere to the attendance policies.

2. TIMINGS/ BREAKS & HOLIDAYS

2.1. Company observes 5 day-a-week, Monday through Friday / as required from time to time for all employees.

2.2. General work timings during the day are 10:30 a.m. to 7:30 p.m. and

2.3. US clients work timings are:

- 12:00 noon to 9:00 P.M. / 1:00 P.M. to 10:00 P.M. or
- 3:00 P.M. to 12:00 midnight / 4:00 P.M. to 1:00 A.M. or
- 7:00 P.M. to 4:00 A.M. / 8:00 P.M. to 5:00 A.M.

This includes the break timings of 1 (one) hour and total working time of 8 (eight) hours.

2.4. The breaks include 30 minutes for lunch/ dinner and 2 times of each 15 minutes break during 2 sessions. Please ensure that the breaks utilized are within the time limit whether inside or outside the office premises.

2.5. General work timing may also be changed depending on the resources requirement for the projects with due information to such resources from time to time. The employee also should work in shifts as per the Business/ Client needs as and when required and necessary.

2.6. Please note that in case of any urgent business needs and that warrants the services beyond the required working hours a day, have to be considered voluntarily to work by employees as due responsibility without any additional benefits.

2.7. Company notified holidays will apply to all employees as specified

2.8. In the event of resources that are on contract employment or consultancy with the company, the attendance would be monitored based on the agreement of the contract period and as per the guidelines of company employees.

3. ATTENDANCE ADMINISTRATION

3.1. Every employee will be provided a permanent access card to be used for recording the attendance and in/out details of the employees in the automated attendance system. Hence it must be ensured that employees to swipe/use their access cards properly else the records will not be reflected in the attendance system. In the absence of accurate records it may result in deduction of leave(s) from the leave account.

3.2. It is mandatory for the employees who have not been allotted a permanent access card or not carrying the permanent access card due to any reason, should take a temporary access card from the HR Dept/ Security and enter the in/ out details in the corresponding register at Front office.

3.3. Employees traveling on official purpose/client visit, who are unable to mark their attendance at office, are expected to inform the HR Department in order to administer the correct data. This may be updated in advance/post reporting to work.

3.4. The attendance of all employees are tracked on a regular basis and analyzed every month. It is mandatory for the employee to ensure that he/she completes the minimum duration of an average of 8 hours 30 minutes of work hours during the total number of working days in any such month. Any such discrepancies found shall be deducted as leaves availed.

3.5. In case of shortfall once every month which is less than 4 hours, treated as half day leave

3.6. In case of more than 4 hours and up to 8 hours treated as 1 day and part thereof. This leave will be deducted from the balance of casual leave if available or else either from the balance of special leave balance/ earned leave.

3.7. Employees who either come late or leave early by taking a permission of up to 2 hours on any particular day, the same duration must be compensated in the same or following week to ensure that the shortfall is covered. Permissions are granted not more than once every 2 weeks and the same should be approved by the reporting authority with the due notice of HR department.

3.8. Employees are requested to sign the attendance register daily, as a part of the statutory requirements.

4. MISPLACED/ LOST CARDS

4.1. In case the access card is misplaced/lost, it should be reported to the HR department immediately and a request for issue of a new access card must be pursued through an email.

4.2. The company reserves the right to deduct Rs. 300/- towards the re-issue new ID/access card in case of the misplaced/lost card

5. DISCIPLINARY ACTIONS

Disciplinary actions may be initiated against the employees whose attendance is not up to the expected standards required by the company as stated herein.

Punctuality and regular attendance are important factors in consideration for job retention and advancement. The following actions on part of the employee may also qualify exigency relating to attendance

5.1. Who fail to keep up with their timings on a regular basis in spite of several warnings

5.2. Who are found tailgating on a regular basis

5.3. Who use other employees access cards instead of their own

5.4. Who are found missing from office during office hours without information to HR Department

5.5. Who are in any manner found to be exploiting/misusing the attendance information

5.6. Shortfall of attendance, for less than 40 working hours-a-week shall be treated as absence and proportionate salary will be deducted provided the shortfall hours are not recouped during the subsequent (next) week