



ATTENDANCE POLICY

Effective Date:	1 st December 2023
Number of Pages:	2 (Two)
Originating Department:	Human Resources

Scope This policy is applicable for all employees of Transbnk Solutions Private Limited ("Organization").

The Trainees recruited are also governed by the policy.

Purpose The purpose of this policy is to clearly define the company's policy on the working hours for all locations.

Employees at Transbnk are expected to be present for work on time, every workday. Regular attendance and punctuality is important to keep the team and company running smoothly. Arriving late, being tardy, or absent from work causes disruptions and burdens colleagues.

- Work Timings**
- All Offices will be operational for 6 days a week with weekly off on Sunday.
 - All employees are required to mark their attendance on the HRIS on a daily basis.
 - In case of any leave, the employees are expected to seek approval from manager as defined in the leave policy and also apply for the same on the HRIS tool at the earliest.
 - Each employee will have to regularize their attendance for any missed attendance latest by 26th of the month to avoid any deduction in salary.

Violation Any violation to this policy must be reported to **Human Resources**.

Escalations Any escalation regarding to this policy can be raised to **CEO and CHRO**.

The Organization reserves the right to review or amend the above policy as deemed necessary.