

## Attendance Policy

1<sup>st</sup> Stember 2023

Jaypee values the punctuality and attendance of the employees, as regular attendance ensures high-quality service for our clients. As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness.

### 1. DEFINITIONS

**“Absence”** means the failure to report to work on time.

**“Tardiness”** means the failure of an employee to arrive at work or return from a break at the scheduled time.

**“Early Departure”** means failure on the part of an employee to complete their scheduled shift.

**“Job Abandonment”** means a continuous absence of more than seven (7) consecutive days or twenty (20) intermittent days per month from work and/or failure to notify the company.

### 2. GENERAL POLICIES

- Regular working hours are from 9:00 AM to 6:00 PM, Monday through Friday. We are off on Sundays and Saturdays; however, the Company might request some employees to attend on Saturdays to fulfil the business requirements.
- Tardiness is defined not to be late to work without prior notification, approval, or authorization from the HR department and/or the supervisor through email & message or call will be given to the Line Manager. Thus, any team member reaching the office after 09:00:00 AM or later will be marked as ‘Late’.
- First-time late post 09:00:00 AM will entail the deduction of half day salary; Second time late will entail the deduction of a full day salary and the following late days will be treated the same way.

- Any employee reaching the office post 12:00 PM without prior notification, approval, or authorization from the HR department and/or the supervisor will entail a full-day salary deduction.
- One-hour paid break is granted to employees from 1:00 PM to 2:00 PM, a 40-minute of such break will be taken for the lunch break and the remaining 20 minutes can be taken by employees in the second half of the day as a miscellaneous break (i.e., washroom long use, prayers, smoking, taking a cup of coffee... etc.)
- Any work-related delays in taking breaks on time are subject to approval from the line manager or HR.
- When required and for running the wheel of the business, the employees might be requested to work a reasonable number of extra hours, exceeding the Company's working hours.
- If an employee is unable to come to the workplace, they must notify their supervisor no later than one day or a maximum of one hour before their scheduled start time. However, emergencies and unavoidable circumstances should be informed to HR. Any genuine reasons may be validated to be considered by the management and exceptions will be rare.
- Any repeated unplanned absences or tardiness will be recorded and may be grounds for disciplinary action, up to and including termination in line with the law.
- Planned absences, such as short vacations or medical appointments, must be approved by a supervisor and HR within a week's time before the due date.
- If an employee is unable to come to work due to illness, they must inform HR and Supervisor about his/her sickness.
- **Early departure**

Employees who cannot complete the assigned duration of their shift must notify their supervisor and HR prior to leaving.

**Job abandonment**

An employee who fails to report for seven (7) consecutive days or twenty (20) intermittent days per month without communicating with the supervisor will be deemed to have abandoned a job. In this case, the employment with the Company will be terminated immediately.

**Disciplinary action**

Absenteeism, tardiness, and early departure occurrences that occur two (2) or more times combined per month will result in progressive disciplinary action, up to and including termination.

Employee disciplinary actions:

- Verbal Warning: Upon the first instance of violation.
- Final Written Warning: Upon the second instance of violation.
- Termination.

**Modification Clause:**

- **Jaypee Realty** reserves the right to modify, amend, or update any policy at any time at the discretion of management and the same will be shared with all the employees to keep them updated on the changes. As such, employees must acknowledge the receipt and adhere to all policies.
- It is the responsibility of employees to regularly review the company's policies to stay informed about any changes or updates. **Jaypee Realty** may communicate policy changes through emails.
- In case of insubordination and non-adherence to the policies, disciplinary actions can be taken by the Company for such violations.

Our Company's aim is to raise the bar, and for doing so, we are expecting each employee to follow the guidelines stipulated herein and to be a good example to the other co-workers.

**Best Regards,**

**Jaypee Realty**