Attendance and Leave Policies

## Absenteeism Policies

1. The absenteeism and late arrival on job will be controlled through a system of “points and “no fault” policy.
2. "point" or "no fault" system - example: 1/4 point for each instance of tardiness, 1 point for each absence, plus extra 1/4 point for failing to give notice of tardiness or absence - usually involves a set series of warnings at intervals, such as a verbal warning after 2 points, first written warning after 3 points, second written warning after 4 points, final written warning after 5 points, and termination for 6 points within a month period. The policy is mentioned below:

|  |  |  |
| --- | --- | --- |
| Sr. | Tardiness | Points Consumed |
| 1 | 2 Hours late | 0.25 |
| 2 | 2-4 Hours Late | 0.5 |
| 3 | 4-6 Hours Late | 1 |
| 4 | Absent with prior Notice | 1 |
| 5 | Absent without prior Notice | 1.25 |

## Action

|  |  |
| --- | --- |
| Points Consumed in a Month | Action |
| 2 | Verbal Warning |
| 3 | First Written Warning |
| 4 | 25% Deduction in Dividend |
| 5 | 50% Deduction in Dividend |

Note: Notice of tardiness or absence should be communicated to the HR Department.

**Documentation**

* Directors should fully document attendance and hours worked
* Anytime a director claims the need to miss work due to a medical condition or other, the Hr department has the right to require documentation of the condition or the medical visit or the proof of absence.

**Working Hours**

* Khurram must complete 36 working hours in a week
* Sultan Working Hours from 10 to onwards, depending on the work.
* Mohsin must complete 36 working hours in a week

Responsibilities and Point Scoring

Like absents and tardiness the company is introducing point deduction policy for those directors who fail to fulfill their responsibility.

If a target is assigned to a director or if something goes wrong in his department, he will have to meet or fix it respectively in a specific time frame; otherwise a portion will be deducted from his dividend to keep him motivated and up to the task. The policy is mentioned below:

## Failure of some resource in the department.

|  |  |  |
| --- | --- | --- |
| Sr. | Fix Delay | Points Consumed |
| 1 | 0- 6 Working Days | 0 |
| 2 | 7-10 Working Days | 0.25 |
| 3 | 11-15 Working Days | 0.5 |
| 4 | 16-20 Working Days | 1 |
| 5 | One Month | 2 |

## Deduction

|  |  |
| --- | --- |
| Points Consumed in a Month | Action |
| 0.25 | Verbal Warning |
| 0.5 | First Written Warning |
| 4 | 25% Deduction in Dividend |
| 5 | 50% Deduction in Dividend |

## Failure in Meeting Targets

If a company has assigned a target to a director and a timeline is set for that target than the Director will be responsible to meet the target in the specified time. If a director fails to achieve that the dividend will be deducted through the following policy

|  |  |  |
| --- | --- | --- |
| Sr. | Responsibility Delay | Points Consumed |
| 1 | 0-6 Working Days | 0 |
| 2 | 7-10 Working Days | 0.25 |
| 3 | 11-15 Working Days | 0.5 |
| 4 | 16-20 Working Days | 1 |
| 5 | One Month | 2 |

## Deduction

|  |  |
| --- | --- |
| Points Consumed in a Month | Action |
| 0.25 | Verbal Warning |
| 0.5 | First Written Warning |
| 4 | 25% Deduction in Dividend |
| 5 | 50% Deduction in Dividend |

## 3: Addition of the Point Consumed

The scores of all the three policies i.e. Absent, Failure and target meeting will be added at the month end and the deduction policy will be applied on the overall point consumed. After adding the total points consumed the deduction policy in the following manner.

|  |  |
| --- | --- |
| Points Consumed in a Month | Action |
| 0.25 | Verbal Warning |
| 0.5 | First Written Warning |
| 4 | 25% Deduction in Dividend |
| 5 | 50% Deduction in Dividend |

Available Leaves

1. **Leaves:**
   1. **Leaves Types**

After confirmation of service you will be entitled for leaves given below:

* + 1. Annual Leaves

Employees having 1 year service are eligible for 14 days Annual Leaves.

* + 1. Casual Leaves:

1. Paid casual leaves quota is 1 days per month
2. Casual leaves quota cannot be carried forward.
   * 1. Sick Leaves
3. Paid Sick leaves quota is 2 days per month.
4. Sick leaves quota cannot be carried forward.
   * 1. Hajj/Umra Leaves:
5. Employees having 1 year service are eligible for 45 days Hajj/Umra leaves.
6. Hajj/Umra leaves can only be availed once during the course of employement.
   * 1. Maternity Leaves:
7. Female employees are eligible for 90 days Maternity Leaves per child birth with full pay.
8. Maternity leaves can be availed twice during the course of employment.
   * 1. Short Leaves:
9. All Directors are eligible to avail short leave.
10. Employees are entitled to 4 hours short leaves during a month.

Maximum duration of a short leave is 2 hours in a day. Leaves would be granted for 1 hour, 2 hours, 3 hours and 4 hours. This leave can be availed only during office hours.

* + 1. Paper Leaves:

1. Students can avail one week of leave for papers for their examination
2. However, they will have to submit their datesheet to the HR department

Employee Name:

Employee ID: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CINC Number: Dated: 01-11-2014

**Business Ethics and Conflict of Interest**

The company values its reputation for integrity, we intend that our business practice be legal and in compliance with local government regulations. Employees will not be permitted to achieve results through violations of laws or regulations or by dealing with companies or individuals known to be engaged in illegal or unethical activities. Our company employees are expected to void situations, which may create an actual or potential conflict between their personal interests and those of company, customers, suppliers or a family member.

The company considers all data, know-how and other information of the company, its products, plans, strategies, employees and customers etc. to be confidential and proprietary to KSM Media Hut. Employees recognize the proprietary rights of KSM Media Hut and agree to take every precaution to safeguard and treat the information as confidential. Employees further agree that they will not make use of, either directly or indirectly, and information, which they receive or have received from company other than for the purpose for which such information, have been disclosed.

As a condition of my employment, I agree at all times during the terms of my employment and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the company, or to disclose to any person, firm or corporation without written authorization of the company, any confidential information of the company. I understand that “confidential information” means any company’s proprietary information, technical data, trade secrets or know-how, including, but not limited to, customers of the company on whom I called or with whom I became acquainted during the term of my employment, market, software, development, inventions, processes or business information disclosed to me while employed, either directly or indirectly.

Upon my departure from KSM Media Hut I will not join or engage in any business or activities, which will deem as a direct competition with the company within the first 12 months. I will also not recruit employee (s) from the company to join me in my next appointment within the frost 24 months.

To the best of my knowledge, neither I nor any member of my immediate family has any interest or association, engaged in any activity, which does or could potentially conflict with the interest of KSM Media Hut.

Employee Name:

Employee ID: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CINC Number: Dated: 01-11-2014