**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 | Up to 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 |

|  |  |
| --- | --- |
| Points Consumed in a Month | Action |
| 2 | Verbal Warning |
| 3 | First Written Warning |
| 4 | Second Written Warning |
| 5 | Termination & Legal Action |

Note: The tardiness or absence should be communicated to the line manager and the line manager should inform the Hr department of such act.

**Documentation**

* Employers should fully document attendance and hours worked
* Anytime an employee 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.

1. **Leaves:**
   1. **Leaves during Probation Period:**

During probation period all sort of leaves will be unpaid/without pay.

* 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 employment.
   * 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 confirmed employees 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 4 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 i.e. after reporting to the office and under no circumstances will be allowed to cater for a tardy. However, if the short leave period is before reporting to the office then the leave application should be submitted a day earlier. Leave for more than 4 hours in a day will be treated as full day leave.

* + 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