POLICY ON TIME AND ATTENDANCE

ATTENDANCE
- Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment.
- Daily attendance is to be recorded by each employee by using the HR Mobile App which you have been given access
- Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager before their starting time.
- If an employee is absent from employment without notice for three consecutive days it is considered as misconduct and disciplinary procedures will be taken

WORKING HOURS
- The companies working hours as follows
  Monday to Saturday – 9am to 6pm

MANDATORY USE OF MOBILE ATTENDANCE APP
- It is mandatory to use of the mobile attendance app for recording your daily attendance. This efficient system not only ensures accurate attendance tracking but also streamlines our internal processes.
- Starting from March 2024, it is important that each staff member utilizes the mobile attendance app without exception. Failure to comply with this requirement will result in consequences, including potential disciplinary actions.

Here are a few key points to keep in mind:
- **Daily Check-In and Check-Out:** Remember to check in when you arrive at the office and check out when leaving. This helps us maintain accurate records of working hours.
- **Notifications and Alerts:** Enable notifications on the app to receive important updates and reminders regarding your attendance.
  - In the event you cannot use the mobile app (data issue, out of location), you need to provide to necessary information **within the day to correction purposes**
  - No late corrections will be encouraged
  - In the event no evidence to prove that you have arrived to office, you will either on NO PAY or a LEAVE DEDUCTION will take place
  - Please note that NO FOLLOWUPS will be done with regard to Time and Attendance, hence it is your duty as a staff member to maintain your attendance

March 2, 2024