

Attendance and Punctuality Policy 1.0

Policy Title	Attendance and Punctuality
Version	1.0
Policy Administrator	HR & Management
Effective	November 2024

Purpose:

The purpose of this Policy is to establish clear guidelines for employee attendance and to encourage punctuality in the workplace. By setting structured expectations and consequences for late arrivals, this policy seeks to foster a professional work environment, minimize disruptions, and maintain productivity levels. It is designed to balance flexibility with accountability, recognizing that occasional delays can occur while setting a standard for consistent attendance.

Office Hours:

- **Timings:** 1:00PM - 9:30PM (Monday to Thursday) & 2:00PM – 10:00PM (On Friday)
- **Grace Period:** 10 minutes (until 1:10 PM) each day.
- Employees are allowed **2 late arrivals** per calendar month with no penalty.
- Breaktime: **60 minutes** are allowed between **6PM to 8PM** (Monday to Thursday) & **30 minutes** are allowed on Friday breaks between **6PM to 8PM**. (Check-out & Check-in for Breaks are compulsory through Biometric machine).

Penalty on Excessive Late Arrivals:

1. **3rd Late Arrival:** Results in a **1-day salary deduction**.
2. **Subsequent Late Arrivals:** after 1st deduction, 1-day deduction on each 2nd late arrivals, and so forth).
3. **Informed & uninformed** late arrivals will be included in count for penalty.

Important Notes

- **Monthly Reset:** Late arrival counts reset at the beginning of each calendar month.
- **Punctuality Standards:** All employees are expected to adhere to office timings to maintain a professional and productive work environment.
- **Exceptional Cases:** In cases of emergencies or unforeseen circumstances, employees must inform their supervisor & the HR department as soon as possible. These cases may be reviewed individually for any exceptions.
 - Employees who arrive late but still complete their required working hours may be considered for an exemption from late arrival penalties. This relief requires confirmation from the departmental head and formal approval by the competent authority. This exemption is intended for occasional use only and should not be treated as a regular permission to arrive late.