

# **HR Attendance and Working Hours Policy**

## **Working Hours**

Standard working hours are from 9:30 AM to 6:30 PM, Monday to Friday.

Employees are expected to log attendance using the official attendance system.

## **Late Arrival and Early Departure**

Repeated late arrivals may result in corrective action.

Scenario	Action
3 Late Marks	Warning
5 Late Marks	Payroll Deduction