

# **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 |