



HR POLICIES

❖ DUTY CHECK IN / OUT PROCEDURE:

- ALL EMPLOYEES MUST CLOCK IN AND OUT AT THE BEGINNING AND END OF THEIR SHIFTS USING THE DESIGNATED SYSTEM (BIOMETRIC SYSTEM)
- SPECIFIC INSTRUCTION ON HOW TO USE THE SYSTEM, INCLUDING ANY GRACE PERIODS FOR BREAKS AND LUNCH SHOULD BE CLEARLY OUTLINED.

❖ LATE ARRIVAL AND EARLY DEPARTURE:

- POLICIES SHOULD ADDRESS WHAT CONSTITUTES TARDINESS OR EARLY DEPARTURE AND THE CONSEQUENCES FOR SUCH ACTIONS:
- EXAMPLES INCLUDE:

1. A GRACE PERIOD FOR THE LATE ARRIVALS OR EARLY DEPARTURE
2. CONSEQUENCES FOR EXCEEDING THE GRACE PERIOD, SUCH AS DEDUCTIONS FROM PAY OR LEAVE
3. REQUIREMENTS OF EMPLOYEES TO REGULARIZE THEIR CLOCK CHECK IN/OUT TIMES IN THE SYSTEM FOR ANY LATE ARRIVALS, EARLY DEPARTURES OR EXCUSED ABSENCES

❖ LEAVE PROCEDURES

- THE POLICY SHOULD OUTLINE HOW EMPLOYEES SHOULD REQUEST AND APPLY FOR LEAVE.
- IT SHOULD SPECIFY THE REQUIRED NOTICE PERIOD FOR SUCH REQUESTS AND THE APPROVAL PROCESS.
- ALL EMPLOYEES ARE ENTITLED TO ONE WEEKLY OFF DAY, ENSURING AT LEAST 24 CONSECUTIVE HOURS OF REST, AS PER THE DUTY ROSTER.

❖ UNREPORTING WORKING HOURS:

- EMPLOYEES ARE REQUIRED TO PUNCH IN BEFORE STARTING WORK AND PUNCH OUT AFTER COMPLETING WORK.
- CONSEQUENCES FOR UNREPORTING OR FAILING TO REPORT HOURS WORKED SHOULD BE CLEARLY STATED.

❖ BIOMETRIC ATTENDANCE SYSTEMS:

- IF USING BIOMETRIC SYSTEMS (FINGERPRINT, FACIAL RECOGNITION) POLICIES SHOULD ADDRESS THE SECURITY AND ACCURACY OF THE SYSTEM.
- EMPLOYEES SHOULD BE AWARE OF THE SYSTEMS FUNCTIONALITY AND HOW TO USE IT CORRECTLY.

❖ CONSEQUENCES FOR NON-COMPLIANCE:

- THE POLICY SHOULD OUTLINE THE DISCIPLINARY ACTIONS THAT MAY BE TAKEN FOR VIOLATIONS, SUCH AS:

1. LOSS OF PAY (LOP) FOR UNEXCUSED ABSENCES OR LATE ARRIVALS.
2. DEDUCTION OF LEAVE DAYS.
3. WARNING OR OTHER DISCIPLINARY ACTIONS.

❖ COMMUNICATION AND TRAINING:

- THE POLICY SHOULD BE COMMUNICATED TO ALL EMPLOYEES CLEARLY AND EFFECTIVELY.
- EMPLOYEES SHOULD RECEIVE ADEQUATE TRAINING ON HOW TO USE THE SYSTEM AND COMPLY WITH THE POLICY.

❖ BUDDY PUNCHING:

- THE POLICY SHOULD EXPLICITLY PROHIBIT “BUDDY PUNCHING” (WHERE ONE EMPLOYEE PUNCHES IN OR OUT FOR ANOTHER) AND OUTLINE THE CONSEQUENCES OF SUCH ACTIONS.

PROHIBITED MOBILE PHONE USE ON DUTY:

- PROHIBIT EXCESSIVE PERSONAL CALLS, TEXTING, SOCIAL MEDIA USE, OR PLAYING GAMES DURING WORK HOURS.
- YOU’LL LIKELY BE ASKED TO SUBMIT YOUR PHONE TO A DESIGNATED LOCATION, SUCH AS A LOCKER, A SECURITY DESK, OR A DESIGNATED AREA (FRONT OFFICE).

DISCIPLINARY ACTION:

- OUTLINING POTENTIAL CONSEQUENCES FOR POLICY VIOLATIONS, WHICH MAY INCLUDE WARNINGS, SUSPENSION, OR TERMINATION.