



OFFICE ORDER

Date : January 13, 2018

Subject : **Attendance Management**

From : Office of the Management of Masco Group

To : All the Concerned Employees of MASCO Group

This is for information of all the concerned employees (staff) of MASCO Group that Management has decided to incorporate some points in the attendance management system to ensure a disciplined attendance in the different facilities of Masco Group.

The following decisions with regard to the subject depicted above have been undertaken by the management:

- A. If any employee is found late to report to office for 3 days (accumulated) in a month, 1 day's basic payment will get deducted from his/her monthly salary. In case of late reporting for more than 3 days, respective employee's salary will get deducted in proportion to the first 3 days' calculation, i.e. 1 day's basic for first 3 days, 1.33 days' basic payment for 4 days, 1.66 days' basic payment for 5 days, 2 days' basic payment for 6 days' late reporting, and so on. Management may also consider disciplinary action for any habitual late attendance.
- B. If any employee fails to report to office due to his/her preassigned outside duty, notification of his absence in office or his late attendance must reach Admin & HR Department through his/her Department beforehand. In case of regular outside official duty, letter or mail of notification for such absence or late attendance must be available at Admin & HR Department to ensure daily/regular attendance management.
- C. If any employee needs to leave office for any official outside duty after reporting to office, he/she must make entry in the register available at reception desk. He/she must mention visiting place in the register.

Clause B and C shall come into force with immediate effect. Clause A shall be effective from January 2018. All the concerned employees (staff) of MASCO Group are instructed hereby to abide by this office order with strict compliance.


(Farhana Akhter)
Director
MASCO Group