

ATTENDANCE POLICY

V1.0
December 4, 2020

PURPOSE

The Company observes 40 hour work-week, required by the law which requires employees to render a minimum of eight (8) hours of work a day for five (5)-days, following all Philippines gazette or government declared public holidays, subject to their respective applicable guidelines.

SCOPE

This guideline applies to all employees of Payreto.

DEFINITIONS

Fixed-schedule employees

- Refers to employees who have a fixed schedule to follow.

Flexi-schedule employees

- Refers to employees who are allowed to work on a schedule they prefer following the guidelines of their immediate supervisors, provided that they complete the required duration of work per year.

No-timesheet-required employees

- Refers to employees who are not required log their time through the Company's HRIS.

GUIDELINES AND PROCEDURE

1. Working Hours

- 1.1. All full time employees are required to render at least eight (8) hours of work per day and complete a total of at least forty (40) hours per week and two (2) rest days.
- 1.2. Failure to complete the required hours of work per day shall subject the employee under disciplinary action as prescribed in the code of discipline.
 - 1.2.1. Reporting to work past the reporting time is considered tardiness, where an accumulated sum of 30 minutes or more per month is tantamount to an offense.
 - 1.2.2. Moreover, unauthorized leaving of work without completing at least 8 hours of work per day is considered unauthorized overtime.
- 1.3. The Company is operational 24 hours daily, with this, some employees may be assigned to work on a shifting schedule.
 - 1.3.1. There will be instances in which an employee's work schedule may be changed on either a temporary or ongoing basis. Such change may result from workload variations in the employee's department. Any change to an employee's work schedule must be authorized by the employee's Department Head and shall be subject to applicable additional pay such as but not limited to Night Differential and overtime pay as prescribed by the law.
 - 1.3.2. Team Leads or assigned personnel are responsible for submitting updated schedules of the employees under his or her supervision to HR Total Rewards.
- 1.4. Payreto implements fixed schedules but we also offer flexible schedules as a privilege to deserving employees. Flexible schedule is determined based on the discretion of the Management.

2. Breaks

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- 2.1. Employees are entitled to two (2) fifteen-minute breaks and a one-hour lunch break. Staggered 15-minute breaks (in the morning and in the afternoon) and lunch breaks may be arranged to ensure the continuous flow of activities and to avoid crowding in the pantry.
- 2.2. All employees are expected to return on time from meals and breaks. Returning late from meals and breaks is considered Tardiness.

3. Time Transaction

- 3.1.1. No-timesheet-required employees are not required to log in and out through the biometrics and the company's HRIS (Salarium) unlike the fixed and flexi-scheduled employees.
- 3.1.2. For some departments, employees are required to log in and out of the company's HRIS (Salarium) during breaks.
- 3.1.3. For employees who are required to log in and out using the biometrics, Company's HRIS (Salarium) and/or manual log sheet (if log sheet is required by the immediate supervisor or department), their habitual failure to do so for five (5) or more instances within a month, with or without reminders, without justifiable reason, shall incur the penalty as prescribed in the Company's Code of Discipline.

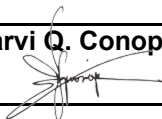
4. Time record updates/corrections

- 4.1. For employees who are required to log in and out through the Company's HRIS, any time record updates/ corrections should be made through the Payroll Adjustment Form.
- 4.2. Payroll Adjustment Form should be submitted on or before the payroll cut off.
- 4.3. Failure to Log or log out in through the Company's HRIS (Salarium), without prior notice and/or approval from the employee's immediate supervisor, without justifiable reason and/or document to support the attendance of the employee (e.g. work transaction, computer logs, biometrics logs, etc), is considered Absence Without Leave (AWOL) and the employee will be placed under disciplinary action.
 - 4.3.1.1. AWOL for three (3) days and more, without any feedback from the employee despite the effort of the company to reach out on the status, warrants the Company to hold the salary of the employee concerned for the upcoming payout.
 - 4.3.1.2. The company has the discretion to disable all the accesses such as but not limited to email, tools or other applicable accesses, of an employee on AWOL status.
 - 4.3.1.3. Likewise, a return to work order and Notice to explain will be sent to the employee's last registered address, through a courier (LBC, J&T express, etc.) and registered mail to initiate the due process in handling AWOL cases.
- 4.3.2. Violation of this policy shall subject the employee concerned to disciplinary action as prescribed under the Code of Discipline.

SUPPORTING DOCUMENTATION

1. Payroll Adjustment Form
2. Notice to Explain
3. Return to Work Order

Prepared by: **Marvi Q. Conopio**



Date Signed:

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Payreto

Payreto Services Inc.

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December 4, 2020

Reviewed by: Mhikko T. Ilagan 	Date Signed: 1/13/2021
Approved by: Tschangiz Scheybani 	Date Signed: 2/22/2021
Donnabel D. Castillo 	Jan 18, 2021
Carl Michael A. Zaragoza 	February 4, 2021