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Attendance Management Policy of Shanghai BDCOM

Bangladesh Representative Office (2023)

**Article 1:** This policy applies to all employees of Shanghai BDCOM Bangladesh excluding of any outsourced employees.

**Article 2:** This policy is designed to offer comprehensive guidance to all Shanghai BDCOM Bangladesh employees and establish a framework for attendance and various types of leave entitlements, in order to standardize the company's attendance management, work procedure and ensure the smooth operation of the company.

**Article 3:** The HR department is responsible for the summary of attendance. The HR department in headquarters is responsible for supervising attendance management. The approved attendance records will be used in salary payment.

**Article 4:** Working Hour

The company’s regular business hours are from 8.30 to 17.30 including 1 hour break for Sunday to Thursday.

**Article 5:** Attendance Guideline:

1. The company implements an attendance system for employees and Punch IN and OUT is mandatory for every individual (except some department i.e., Technical Support team/ Sales or position which is approved by the Management).
2. Employees who are late or need to take leave during working hours are required to record their entry and exit by punching In and Out when they enter or leave the company premises. If there are any problems with the attendance system, employees should promptly notify the HR department. Otherwise, it will be considered as an absence.
3. If anyone leaves the office earlier with approval or fails to OUT punch, he/she will be considered for leave accordingly (half day or full day leave depending on IN and OUT time and working hour as per Leave policy).
4. If any employee fails to IN punch or Out Punch, then he/she should inform his/her manager or Department Head by email/SMS/electric medium and take approval and forward it to the HR department to update manually in the system. This facility is allowed for **once a month** to avoid penalty. After that half day leave will be applicable for each missing IN punch or OUT Punch. If anyone missed to inform to HR department, then half day leave will be automatically deducted from leave balance.
5. If an employee consistently fails to IN punch or OUT Punch for a period of three months or exceeds three such instances after maximum limit, the management reserves the right to issue a **warning letter** to inquire about the reasons behind this behavior.
6. In order to go out of the office for official work /visit or meeting inside Dhaka city or outside Dhaka city, every individual will have to inform his or her supervisor and take the supervisor's approval and forward it to HR department to update attendance accordingly. **Article 6:** Late Arrival and Early Departure:
7. Any employee shall get 03 exemptions of late arrival within 15 minutes per month and the employee must complete 9 hours within that day to fill up the working hours. After 03 days late in a month, 1 day leave will be deducted per 3 days late attendance from the individual leave balance or Absent deduction shall be applicable if any leave balance is not available.

***Example:*** *If any staff shall do late for 6 days, then his leave shall be deducted following method: (6 days late / 3 days) = 2 days Leave will be deducted or 2 days absent deduction.*

b) If any employee does late continuously for **10 days or more** days in a month, then this behavior would be counted as habitual late and management has right to serve **warning letter** with **7 days suspension** from his work and Termination/ Discharge decision can be taken by management as per local law, if employee can’t explain for the reason of the habitual behavior.

c) Employee shall get only 01 exemption for 15 minutes to 2 hours late in a month for any unavoidable circumstances in the road or unavoidable personal affairs, however, that employee must fill up the 09 working hours within that day. This late shall be addressed by Severe Late.

After 1-day severe late exemption, Severe Late shall be counted as half day leave for each day and Employee must apply for leave as per leave policy and take leave approval for that day from his Supervisor/ H.O.D./ Manager by email/SMS/electric medium and forward it to HR department to update, otherwise, Full day leave will be deducted for that day or absence deduction shall be implemented.

d) Early departure is not allowed in regular cases. If any employee intent to leave office before 02 hours ago due severe reason, then he/she must take approval from Supervisor/H.O. D/ Manager by email/SMS/electric medium and forward it to HR department to update. If employee intent to leave office more than 2 hours earlier, then he/she must take Half day leave as per leave policy.

e) Half day or full day leave can be replaced with any Leave in Lieu (LL) for any Severe Late/ Late Arrival or Early Departure at office, if an employee’s have sufficient LL balance. In this connection, employee must inform and apply for LL leave for replacing Half day leave to his/her supervisor and take approval accordingly.

**Article 7:** Extra Duty Hours and Benefits

1. Company encourages its office staff complete their assigned task within the normal office hours. In case of any pending work or urgency, office staff may work beyond the normal working hour to complete their assigned task but no compensation will be made for the extra time work in a normal working day without prior approval from H.O.D/ Manager/Supervisor. For performing extra work in office days with prior approval, employee may get compensation as double of his/her hourly wage.

***Note: Maximum 02 hour is acceptable as per law to perform extra duty after 9 hours regular office each working day with prior approval.***

1. We discourage our employee to work on national holiday or festival day or weekly off but in case of urgency or to complete any pending work, employee may need to work on holiday or festival day or weekly off. For working on holiday or festival day employee may apply and avail leave in lieu (LL) against work performed in a holiday or festival day or weekly off.

**Article 8:** Procedure of Extra Work:

1. For Regular Office Days: Employee shall take prior approval from Manager/Supervisor to perform extra work in regular office day (i.e: Sunday-Thursday) and fill-up the “Extra Duty Application Form” and put the actual hours in the form and take signature from the supervisor/Manager and submit it to HR department within 03 working days after performing the extra work.
2. For Weekly off/Holiday/Festival Day: Employee shall take prior approval from Manager/Supervisor to perform extra work in any Holiday/ Off day and apply for **Leave in Lieu (LL)** to avail leave to the Supervisor/Manager.
3. Overtime work must be a minimum of one hour, and the final time will be rounded up to the nearest entire hour for regular working days.
4. Extra work must be a minimum 4 hours for Weekly off/Holiday/Festival Day.
5. Employee must have the Punch IN & Punch Out during Weekly off/Holiday/Festival Day duty. Otherwise, LL or Extra Duty Allowance shall not be considerable.

**Article 9:** Leave Calculation

Leave shall be calculated / allocated for a calendar year i.e., January to December of every year.

**Article 10:** Leave is a privilege and has to be sanctioned to any employee with a mutual understanding between employee and the management. According to policy, all BDCOM employees who qualify for leave are given it for a number of reasons, including family obligations, leisure and recreation, illness, etc. Employees who are appointed during the course of the year shall be entitled to the above leaves on pro‐rate basis.

**Article 11:** Type of Leave/Holiday:

1. Casual Leave (CL)
2. Sick Leave (SL)
3. Annual Leave / Earned Leave (AL)
4. Maternity Leave (ML)
5. Festival / National Holiday (F)
6. Weekly Off (W)
7. Absent (A)

Replacement Leave / Leave in Lieu (LL)

**Article 12:** Leave Policy

1. **Casual Leave**: All employees are entitled to avail 10 (Ten) days casual leave (CL) with full pay in a calendar year.
2. A minimum of .50 (Half) CL can be availed and a maximum of 2 (Two) days can be taken in a row. On Special situation CL may be extend beyond two days with the special prior approval from the respective MANAGEMENT.
3. It is up to the Management’s discretion to sanction more than 2 days of CL at a stretch.
4. Weekly off / Festival / National Holiday / Any declared Holiday falling in between CL will not be counted as part of casual leave.
5. Balanced CL remaining unutilized as on 31st December will not be carried forward to the next year.
6. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified and the approval for leave shall be taken from the respective MANAGEMENT’s on the same day through phone/email/sms. The approval shall be forwarded to HR department through email/leave Card/Application/Electronic System within the same working day after resume to work.
7. Casual leave can’t be availed for recreation purposes.
8. **Sick Leave**: All employees are entitled to avail 14 (Fourteen) days sick leave (SL) with full pay in a calendar year.
9. A minimum of .50 (half) SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser.
10. If SL extends beyond 2 days, it has to be accompanied with a Doctor’s certificate with recommendation for rest.
11. In case adequate number of SL is not available with an employee, he can club AL with it. If AL is also not available, then it will be treated as loss of payment (LOP) or absent.
12. Weekly off / Festival / National Holiday / Any declared Holiday falling in between SL will be treated as part of leave.
13. Balanced SL remaining unutilized as on 31st December will not be carried forward to the next year.
14. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified and the approval for leave shall be taken from the respective MANAGEMENT’s on the same day through phone/email/sms. The approval shall be forwarded to HR department through email/leave Card/Application/Electronic System within the same working day after resume work.
15. **Annual / Earned Leave:** All employees who has completed 1 (One) year continues service are entitled to avail 18 (Eighteen) days Annual / Earned leave (AL) with full pay in a calendar year. However, for newly joined employee 1st year as on 31st December (AL) will be calculated pro‐rate basis.
16. A minimum of .50 (Half) AL can be availed & a maximum of 10 (Ten) days leave can be taken in a row. In exception like Sick Leave, sub section – c, maximum limit for AL could be considered upon management approval.
17. AL can be availed only on prior approval from management. Approval has to be taken 5 days prior and need to be addressed to HR department.
18. Weekly off falling in between AL will be treated as part of leave and it’s not applicable for National or Festival Holiday.
19. Balanced AL remaining unutilized as on 31st December will be carried forward to the next year.
20. AL can be accumulated for a maximum of 08 days and thereafter un‐availed leave as on 31st December of every year will be encashed based on last Gross salary.

***Example:*** Suppose, One Employee completed full 1-Year Employment with company before 2022, so his total AL is now 18 days for 2022. So, his 08 days will be kept under AL Balance and 10 AL shall be encashed as per Gross Salary, if he doesn’t avail his any AL last year.

***Calculation of encashment:*** If Employee’s latest Gross Salary is 30,000 BDT. So, AL encashment amount for 10 days will be (30,000/30\*10) = 10,000 BDT.

1. Balance accumulated AL can be encashed at the rate of last Gross salary during final settlement in case of resignation / retirement / termination.
2. Company shall ensure the AL encashment for every year’s balance AL of employees.
3. Any absence of more than the number of AL sanctioned will be treated as absent unless given valid reasons to the management.
4. **Maternity Leave:** All female employees who has completed 6 (Six) month continues service are entitled to avail 120 days of Maternity Leave (ML) with benefit as per below provisions.
5. All female employee who has served for minimum of 6 (Six) months continues service can avail this Maternity Leave with benefit as per rules.
6. No maternity benefit shall be payable to any female employee if at the time of her confinement, she has two or more surviving children but, in that case, she shall be entitled to the leave to which she would otherwise be entitled.
7. The benefits for maternity leave shall be calculated based on the average rate of payment per day for preceding 3 (Three) months total earnings. Earning shall include Gross Salary, Overtime if any, Eid bonus and any other special allowance.
8. Eligible female employee will get a sum of 120 days average earnings as explained in section iv‐c.
9. Half of the total benefit shall be paid to the eligible employee before going for maternity leave and the rest amount shall be paid to her after rejoin to work.
10. All female employees shall inform HR department regarding the confirmation of their pregnancy with doctor (gynecologist) certificate mentioning the EDD date (Expected Delivery Date).
11. To avail maternity leave & benefit, employee shall apply with a written application authorized by MANAGEMENT and shall submit the application to HR department 15 working days prior to the start date of Leave.
12. Weekly off / Festival / National Holiday / Any declared Holiday falling in between ML will be treated as part of leave.
13. **Festival / National Holiday:** All employees are entitled to avail Festival Holiday as per the declared list of holidays by the BDCOM Management for a calendar year. All festival holiday will be in line with Government declared holiday. Festival leaves are paid holiday and only during 2 (Two) Eid Festival (Eid‐ul‐Fitre & Eid‐ul‐Adha) employee will get 2 festival bonuses. The amount of each festival bonus will be the basic salary. To avail a full Eid bonus (full basic) employee has to complete 6 (Six) month continues service. Employee served for less than 6 (Six) months will also get pro‐rate basis Eid bonus i.e., for each Eid basic Salary to be divided by 180 days and multiply by the working days including weekly off, holiday, festival holiday, any kind of leave etc.

Expat employees located in Bangladesh may enjoy local holidays. Chinese employees who have been deployed in Bangladesh for more than one year are entitled to 11 consecutive days of leave during the Spring Festival period. For Chinese employees less than one year, the leave will be calculated on a pro-rate basis. Also, they shall take leave approval from Management prior to avail the leave.

1. **Weekly Off:** Friday & Saturday will be considered as weekly off. Employees engaged with critical functions, urgent project requirement, etc. may need to work on weekly off on Friday or Saturday where as a result of working on a weekly off day the respective eligible employee will be entitled for overtime double the rate of his/her basic salary & a compensatory leave will be provided within next 3 working days. (\*\* OT Policy Applicable)
2. **Absent:** Being absent in workplace will be considered as absent only when the particular absent date will not be authorized as applicable leave or holiday or other terms used in this policy. During the period of absent, the employee is not entitled for any pay i.e., basic salary. The calculation for absent deduction will be monthly basic salary divided by 30 days multiply by total absent days.
3. **Replacement Leave / Leave in Lieu:** Employees not eligible for overtime if required to work on any important assignment on a National / Festival / Declared / weekly off day, he may avail Compensatory off or premium payment (refer to OT policy) on any other working day upon prior consent of line manager or H.O.D. Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval. The compensatory off has to be availed within a period of 2 (Two) months from the date worked. Compensatory off not availed within the stipulated time will lapse. Maximum two days of compensatory offs can be combined and availed at a stretch.

**Article 13:** Leave settlement during resignation / retirement / termination: If an employee to be released from job has availed more number of CL/AL/SL against the number of months he has worked, then the excess CL/AL/SL will be adjusted during his final settlement. AL for the days worked till the employee’s date of relieving will be calculated and paid during the final settlement as per rules of AL, provided he / she fulfill AL eligibility criteria.

**Article 14:** Cancellation of Leave: The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules relating to absence from duty will be applied.

**Article 15:** Extension of Leave: As it is necessary to get prior approval for leave so, it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no any information to Line Manager / HOD in written application/email/sms.

**Article 16:** Half Day Leave: An employee entering office two hours late or leaving office 2 hours early will both be subjected to half day leave respectively. Any working hours less than 4 hours out of 8 hours will be subjected to a full day leave.

**Article 17:** Management reserves the right to amend, modify, relax and withdraw above said policy as per the need of the organization without any prior information/notice.