

ATTENDANCE POLICY

The Company expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- Being at your work station ready for work by the start of the day.
- Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including tea and lunch breaks);
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by a supervisor;
- Not leaving work until the scheduled end of your shift/day, unless excused by a supervisor;
- Leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence" below for details).

Working Hours

Hours of work

- The minimum basic working hours is 45 hours per week (includes 1 hour break/day), Monday to Friday. This is generally based on the company's official hours of operation, 8:15am/9:30am start – 5:15pm/6:30pm finish.
- As an employee, you are expected to work additional hours as when reasonably necessary for the effective performance of your job or as business demands necessitate.

Breaks

Lunch Timing

1:15 PM – 1:45 PM

Tea Break Timing:

First Half: 10:45 AM – 11:00 AM

Second Half: 3:45 PM – 4:00 PM

- It is important that you take the breaks which you are given.
- If additional breaks to your lunch break are taken throughout the day, then the additional time must be made up either at the start or at the end of the day.

Attendance and timekeeping

- You are expected to attend work and organised meetings punctually at the times required. This is an integral part of reliability and professional conduct.
- Employees are required to arrive by 8:15 A.M/9:30 AM. and any entry after 8:15 AM/9:30 AM will be treated as half day leave.
- Any entry after 8:45 AM /10: 00AM will be treated as one full day leave.
- If you are going to be late for work, you must call ahead to inform your manager and HR. This should be followed with reasons provided to your manager.
- You should inform your manager when you leave THE OFFICE premises during working hours, except during breaks. This will ensure that you can be located in the event of an emergency.

Usage of Access Cards/Biometric Device

- Employees should insure to use the access cards/biometric device as and when they access the doors.
- The employee will be marked absent in case he/she has not flashed his access card/ biometric device while entering THE OFFICE.