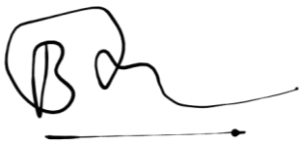
Attendance Policy

CEO's Approval



NEW AGE	Attendance Policy	Version:	1.0
		Code:	NA-PL-12

1. Policy Objectives

1. Cover the attendance expectations placed on all partners working for New Age.
2. Disciplinary actions for partners who fail to comply with the attendance policy.

2. Policy

- We follow flexible hours model, all partners are free to define which time to work except for the following, they shall organize their time according to the requirements of the company:
    1. Meetings (Departmental, Company, Trainings, etc...)
    2. Urgent Tasks & Messages
    3. Deadlines set by Direct Managers
- Partners shall use Upwork Time tracker or Top Tracker to track their work according to their weekly limit that is predetermined before the hiring & reviewed & updated later.
- Partners are expected to meet their weekly hour limit according to assigned tasks & in case a team member is not assigned enough tasks; they should reach out to their direct managers to assign more tasks.
- Partners who fail to meet their weekly limit will face disciplinary actions according to the following table:

#	Conduct	Action
1	Meeting less than 90% of weekly limit, 1st time	Verbal (Informal) warning from HR Team
2	Meeting less than 90% of weekly limit, 2nd time	Written warning
3	Meeting less than 90% of weekly limit, 3rd time	TBD by HR team & Direct Manager
4	2 Straight Weeks of untracked time without providing any justification.	Contract Termination

- New Age doesn't offer overtime pay. However, if overtime was authorized by the CEO, the team member should create an invoice with the number of hours worked as overtime & submit it on the portal through "Payment request form" for CEO approval.

3. Roles & Responsibilities Summary

- **All Employees:**
    1. Meet at least 90% of weekly contract limit
- **HR Team:**
    1. Track Team members compliance with weekly limits

Policy Appendices		
#	Appendix Name	Description
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