

Attendance Policy

1. Objective

Axis Bank is committed to the efficient workflow and productivity through its employees. The objective of this document is to define the guidelines for employees in terms of their attendance at work, and what they are required to do if they are absent from work.

2. Scope

This policy is applicable to all employees of Axis Bank at all grades.

3. Office timings

Weekly working days	Start at	Leave after	Days
5 Days Working	09:30 a.m.	06:00 p.m.	Monday to Friday (All Saturdays are Weekly Off)
6 Days Working	09:30 a.m.	06:00 p.m.	Monday to Saturday (2 nd & 4 th Saturdays are Weekly Off)
GIG-A Remote Working	09:30 a.m.	06:00 p.m.	Depending on the role (5-Days/6-Days role)
Employees working in Night Shift	09:30 p.m.	06:30 a.m.	As per Roster Basis

The above timings is inclusive of recess duration as availed by the employee.

4. Attendance marking Process

- a. Employees should mark attendance through One Axis App
One Axis>>Leave Management>>Mark Attendance
Attendance on One Axis App can be marked only from posted location (geo fencing)
- b. Employees who are a part of the GIG-A remote work arrangement would need to regularize attendance on One Axis App.
- c. In case any, employee found wrongfully marking / regularizing attendance, strict disciplinary action will be initiated against the employee.

5. General Guidelines

5.1 Regularization

Employees can regularize their attendance in case they were present but unable to mark attendance in system or travelling. Employees who are a part of the GIG-A remote work arrangement would need to mark attendance by the way of attendance regularization. For marking leave employee may be guided by the existing leave policy.

- a. Employees can regularize the attendance through one Axis app

(i) Regularization for same day

One Axis App >>My Space>>Leave Management>>Apply leave>>Regularize Attendance>>Select Reason>>Submit

(ii) Backdated Regularization

Regularize Attendance: One Axis App >>My Space>>Leave Management>>Apply leave>>Regularize Attendance>>Select Reason>>Submit

- b. Employee need to select the applicable leave category for the attendance regularization and also mention the reason for non-marking of attendance or absence as applicable.
- c. The Loss of pay for any particular date can be reversed by regularizing on the App within 60 days or 2 salary cycles, whichever is earlier. No reversal of LOP will be permitted beyond 60 days. Any pending regularization must be regularized within the same financial year.
- d. Employees working from home will have to regularize their attendance through the App.
- e. Employees at grade SVP I can mark attendance from any location.
- f. In case any employee is found guilty of wrongfully marking / regularizing attendance strict disciplinary action will be initiated against the employee.
- g. Employees unable to mark attendance due to non-compliance of
 - a) Ownership Guidance - 1 & 2 as mentioned herein in Clause 5.6, may raise the regularization request with their manager for consideration.
 - b) Employees will not be allowed to regularize the attendance for non - compliance of the Ownership guidance - 3 & 4 as mentioned herein in clause 5.6.

5.2 Working on applied/approved leave

In case an employee has applied for a leave and the same has been approved by the Manager, but due to any reason, the concerned employee reports to work, it is employee's responsibility to ensure that the leave is cancelled and deleted from records on system. The leave withdrawal cannot be done for more than 30 days back dated. In absence of the cancellation of the leave, attendance marked for the concerned day will not be recorded.

5.3 Absconding status

Employees will be tagged as absconding from service if attendance is not marked for a continuous period of 10 days (Calendar days) the AD ID will be blocked and VAS email will be triggered on 10th day. The employee is required to immediately report back to work with valid reasons and documentation in support for the uninformed absence. Failure to do so within a stipulated time will lead to confirmation of Absconding and Employees severed from the company on account of absconding (continuous absenteeism of more than 30 days, are entitled to any full and final settlement payouts basis the attendance available in the system. Also, they are not entitled for relieving letter/experience certificate from the company.

5.4 Payable days

For the purpose of salary computation, total payable days will be equal to the number of days in that particular month. LOP (Loss of Pay) absence will apply for days where the employee's attendance data is not available due to any of the below reason/s (SVP II & Above excluded):

- a. Non regularization of attendance
- b. Non regularization of leave
- c. Approval of leave/attendance done after the payroll cutoff date of the processing month
- d. Records withdrawn but not updated
- e. Permanent Loss of Pay/absence marked under the Ownership Guidance framework

Note: If attendance is not marked on the day prior to the non-working day, LOP absent will be extended till the end of the non-working day. Examples for reference are as below (For 5 Days working):

- i. If attendance is not marked on Friday and Monday, then LOP absent will be marked for 4 days i.e. For Friday, Saturday, Sunday & Monday
- ii. If attendance is not marked for Friday and marked for Monday, then LOP absent will be considered for 1 day only i.e. Friday.

5.5 New Ways Of Working

- a. Silent hour: 12:45 PM to 1:45 PM daily on working days introduced as part of New Ways of working for employees to complete their personal work or lunch.
- b. Employee Roster: Employees (Grade wise) resuming work post pandemic as per assigned days (2 D or 3 D) weekly.

5.6 Ownership Guidance

At Axis Bank deep emphasis is placed on embedding a values driven culture anchored on ownership and is being operationalized through four ownership mantras – *Own the Customer, Own the Brand, Act with Speed, and Zero Pendency*.

These mantras span the entire customer lifecycle—from onboarding and deepening relationships to integrating customers into the Axis franchise and delivering delight. They serve as a strategic enabler to accelerate the Bank's GPS26 agenda by instilling tangible, non-negotiable behavioral expectations across teams. They hinge on the creation of specific metrics designed to raise the bar.

Applicability: Ownership mantras will be applicable across customer facing units across all business lines and their supervisory hierarchy. This will apply to both on-role and off-roles employees. The applicability will graduate to multiple other banking roles basis applicability to ensure the ownership culture is deeply embedded in the organization

it is imperative that each of us consistently fulfills our assigned roles and responsibilities as per the Ownership Guidance framework. To reinforce adherence to these responsibilities, a structured guidance framework has been instituted. This framework outlines the considerations for non-alignment with expected deliverables, based on the nature and frequency of deviations:

To ensure adherence, there are 4 stages of guidance framework as mentioned below.

1. Ownership Guidance – 1: An advisory will be issued to the employee.
2. Ownership Guidance – 2: Attendance block for (2) days, with an option for regularization.
3. Ownership Guidance – 3: Attendance marking/regularization will be disallowed for one (1) day, which will be treated as a permanent Loss of Pay/Absent
4. Ownership Guidance – 4: Attendance marking/regularization will be disallowed for two (2) days, both of which will be treated as permanent Loss of Pay/Absent

Employees will be duly informed of the specific roles and corresponding tasks that fall under the purview of this compliance framework. Details are available on the Siddhi Home screen (path: Siddhi >> Ownership Mantras Dashboard)

Money equal to Salary not earned by the employees in a day or part of the day on account of non-compliance to the Ownership Guidance Framework will be computed and the Bank will donate the entire amount to charity

6. Effective Date

This policy is effective from 1st Nov, 2025 and supersedes all prior guidelines on the subject matter.

7. Exception:

Any exception to these policy guidelines requires approval of Head – HR

8. Confidentiality Note

This document is not for general distribution and is meant for use only by the person/persons they are specifically issued to. This document shall not be loaned or given to anyone outside Axis Bank Ltd. and its subsidiary companies. Copying or unauthorized distribution of this document, in any form or means including electronic, mechanical, photocopying or otherwise is illegal.

9. Revision History

This policy document will be reviewed by the Policy Owner on an annual basis from the last review date.

Version	Review Date	Policy Owner	Authored by	Reviewed/ Proposed by	Approved by	Change description
18.1.0	01.01.2020	Pramit Sen (VP-HR)	Ravi Singh (AVP-HR) & Kanchan Phatak (DVP-HR)	Suraj Kumar (SVP-HR)	Management	Format Change

18.2.0	15.05.2020	Pramit Sen (VP-HR)	Ravi Singh (AVP-HR) & Kanchan Phatak (DVP-HR)	Suraj Kumar (SVP-HR)	Management	Attendance marking through One Axis App; Office addresses removed
19.1.0	15.03.2021	Pramit Sen (VP-HR)	Nishtha Mondal (Sr. Mgr. HR) Vipul Goel (Sr. Mgr. HR) Ravi Singh (AVP-HR)	Suraj Kumar (SVP-HR)	Management	GIG-A employees included in Scope, New ways of working guideline
20.1.0	1.04.2022	Pramit Sen (VP-HR)	Madhusudan P (Sr Manager - HR)	Suraj Kumar (SVP - HR)	Management	Attendance marking for SVP II removed
20.1.1	11.11.2022	Suraj Kumar (SVP II - HR)	Madhusudan P (Sr Manager - HR)	Suraj Kumar (SVP II - HR)	Management	Change in organizations hierarchy included in the policy document. 1.DVP replaced by VP 2.VP replaced by SVP I 3. SVP replaced by SVP II
20.1.2	28.02.2023	Suraj Kumar (SVP II - HR)	Madhusudan P (Sr Manager - HR)	Suraj Kumar (SVP II - HR)	Management	Employees at grade SVP (C) and above are excluded from marking attendance
21.1.0	01.04.2023	Suraj Kumar (SVP II - HR)	Madhusudan P (Sr Manager - HR)	Suraj Kumar (SVP II - HR)	Management	No Change
21.1.1	30.08.2023	Suraj Kumar (SVP II - HR)	Madhusudan P (Sr Manager - HR)	Ravi Singh (VP-HR)	Suraj Kumar (SVP II - HR)	Additional clarification added in Clause 5.3 & 5.4. Also, 5.1.e aligned to existing SOP guidelines.
22.1.0	01.04.2024	Suraj Kumar (EVP - HR)	Madhusudan P (SM - HR)	Suraj Kumar (EVP - HR)	Management	Additional clarification added in clause 5.1 (c) Any pending regularization must be regularized within the same financial year

23.1.0	01.04.2025	Suraj Kumar (EVP - HR)	Ravi Singh (SVP I - HR)	Suraj Kumar (EVP - HR)	Management	No Change
24.0.0	01.09.2025	Suraj Kumar (EVP - HR)	Ravi Singh (SVP I - HR)	Suraj Kumar (EVP - HR)	Management	Ownership Guidance Section included