



Office Attendance and Departure Protocol

(Effective from 01 March 2024)

At IOTA Academy, we value punctuality, accountability, and effective communication. To ensure operational efficiency and maintain a productive work environment, all employees are required to adhere to the following attendance and departure protocol.

Policy Details:

1. **Designated Office Hours:** All employees are expected to adhere to their designated office hours as communicated by their respective managers or supervisors. These hours will be recorded and monitored using a biometric attendance system.
2. **Attendance Recording:** Upon arrival and departure from the office premises, employees are required to use the biometric attendance system to record their attendance accurately.
3. **Late Arrival Protocol:** If an employee arrives late to the office:
 - **Up to 10 minutes late:** The employee will be marked as present for the full day.
 - **More than 10 minutes late but within 30 minutes:** The employee will be marked as present for half of the day.
 - **More than 30 minutes late:** The employee will be marked as absent for the entire day.
4. **Communication Requirement:** In cases where an employee anticipates being late or unable to attend work, it is mandatory for them to inform their respective managers or supervisors as soon as possible. Failure to do so may result in disciplinary action.
5. **Salary Deduction Policy:** Absences resulting from arriving more than 30 minutes late without prior notification will lead to a deduction in salary for the day, in accordance with the company's payroll policies. Additionally, if an employee arrives more than 10 minutes late but within 30 minutes without prior notification, their salary for the day will be deducted for half a day.
6. **Repeated Late Arrival:** If an employee is late for more than 10 minutes on three or more occasions within a month, further disciplinary action may be taken, including but



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not limited to written warnings, performance improvement plans, or additional deductions from salary.

Purpose of the Policy:

The purpose of this policy is to:

- Foster a culture of punctuality and accountability among employees.
- Ensure the smooth operation of business activities by having employees present during designated office hours.
- Enhance communication and transparency between employees and management regarding attendance-related matters.
- Address instances of habitual tardiness and absenteeism to maintain productivity levels and meet organizational goals.

Policy Compliance:

This policy is effective immediately upon dissemination. All employees are expected to read, understand, and comply with the provisions outlined herein. Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

Policy Review:

This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and alignment with the objectives of IOTA Academy.

Approved By

Hemant Patidar

Director, IOTA Academy

Date: 26 Feb 2024

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