



## AKSID CORPORATION LIMITED

AK/HR/AP/06/11/2016	ATTENDANCE POLICY
Issued	06.11.2016
Effective	Immediate Effect
Owner	Human Resources Department
Approved by	Managing Director

### Why We Need these Practices

Timely and regular attendance is an expectation of performance for all associates. To ensure adequate staffing, positive morale and to meet expected productivity standards throughout the organization, associates will be held accountable for adhering to their workplace schedule. Associates are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy.

### Who Must Follow these Practices?

- The policy is applicable to all associates, staff and daily labor.

### Mandatory Practices

- Associates are required to follow to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch schedule as authorized.
- Associates are expected to notify their supervisor as soon as possible if they expect to arrive to work late or will absent due to an unexpected emergency or illness.
- If a situation arises which makes it impossible to report to work, or if you are going to be late, you must immediately contact your appropriate supervisor.

### Instructions

- All Projects must send their attendance reports to the HR and cc to Managing Director and Personal Assistant to MD on a daily basis, by 10:00 am signed by their relevant Authority.



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- The attendance reports should be sent by e-mail ([hr@aksidcorp.com](mailto:hr@aksidcorp.com)) and cc to Managing Director and PA to MD.
- All Projects must send their monthly attendance by the last day of each month for quick salary process.
- All Projects are requested to send the HR forms (leave, short leave, outside duty, sick leave) regarding any attendance issues twice a month.
  - 15<sup>th</sup> of Each Month - For First Fifteen (15) Days of the Month.
  - Last Day of the Month - For Last Fifteen (15) Days of the Month.
- All requests submitted to reporting authority any authorized person with access to ERP software will be responsible for submitting information.

### Discipline Process

- Department Head/ Project Manager/Project In-charge should monitor their associate's attendance on a regular basis and address unsatisfactory attendance in a timely and consistence manner. If supervisor notice a pattern of unscheduled usage of accrued time, they should discuss this concern with HR with the associate.

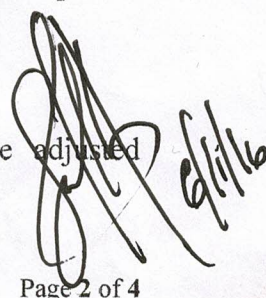
### Steps to Follow

#### 1. Office Timing

##### 1.1 The office timings are as follows:

Season	Office Timings
Projects Office Hours	8:00 am – 6:00 pm [Saturday to Thursday]
General Office Hours	9:30 am – 6:00 pm [Sunday to Thursday] only for Head Office
Half Day Office Hour	9:30 am -03:00 pm [Saturday] only for Head Office
Ramadan	Decided by Management

- 1.2 Half day Leave is not applicable some special case.
- 1.3 This may be varied depending on the office operational needs. Associates are expected to report and be prepared to work at the set times.
- 1.4 Adjustments to Work Schedule
  - In an emergency situation, an associate's work schedule may be adjusted temporarily.






- The work schedule may not be adjusted continuously to meet the associate's personal needs.

#### 1.5 Lunch Schedule and Prayer Break

- Associates take Lunch and Prayer break from 1:00 pm to 2:00 pm for Head Office.
- Associates take Lunch and Prayer break from 12:00 pm to 1:00 pm for Projects Site

### 2. Outside duty (OD)

- 2.1 All associates are eligible for outside duty especially Sales & Marketing and Engineering if that has been assigned by their relevant reporting authority, department head.

- 2.1.1 The outside duty within the head office should be acknowledged to the human resources through the department head/project in-charge in prior (if possible) by filling out a form.

### 3. Late Present (LP)

- 3.1.1 Every associate will be allowed an extended period of 15 minutes daily to the defined office timings to avoid the late present. If the associate is not present in the office by the requested time then, he/she will be marked as late present.

- 3.1.2 This is to confirm all associates that for each 3 day of late present one day's salary will be deducted.

- 3.1.3 Habituated late comers will be awarded with exemplary punishment.

- 3.1.4 Attendance Corrective Action

Four (4) occurrences within a 1 month period	Counselling
Six (6) occurrences within a 1 month period	Verbal Warning
Eight (8) occurrences within a 1 month period	Written Warning

### 4. Absent

- 4.1.1 If the associate does not start office by 12:00 pm then, he/she will be marked as absent.

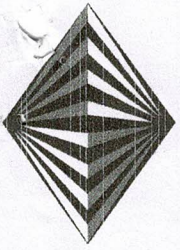
- 4.1.2 Salary will be deducted for being absent.

- 4.1.3 Employee shall inform their reporting authority as soon as possible of absence due to sickness.

*[Handwritten Signature]*  
6/11/16







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4.1.4 The company may discontinue/hold payment of salary, if any employee fails to submit satisfactory evidence or reasons for illness.

4.1.5 Consistency in absent may cause termination, without pay.

**NB:** This Attendance Policy will be applicable for all associate of AKSID Corporation Limited.

Best Regards

Saud Anam  
Managing Director

6/11/16



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