

Standard Operating Procedures GHCD

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TITLE

Tardiness

PAGE: 1/2

1.0 Abbreviation

1.1	GHCD	Group Human Capital Division
1.2	HOD	Head of Company/Division/Department

2.0 Purpose

This policy is to establish clearly the need for staff to adhere to the agreed work schedules in order to maintain efficient, effective operations within the Group, as well as the requirements for reporting absences and to provide guidelines to the Managers and Supervisors on handling tardiness.

3.0 Scope

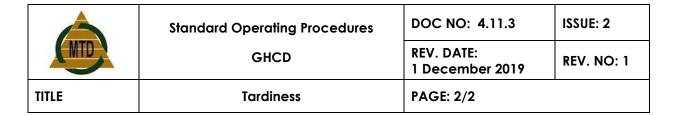
- 3.1 Staff are expected to be at their workstations on time and be prepared to commence work at their scheduled start time.
- 3.2 Staff will be considered as tardy or late if he/she reports at the work station one (1) minute pass his/her official work hours. The staff will be subjected to disciplinary action if he/she is late for more than two (2) times in a month.
- 3.3 Staff are not allowed to leave the assigned work area during working hours unless for work related reasons.
- 3.4 Leaving early without permission or approval from HOD is also considered as tardiness.

4.0 Definition

- 4.1 Tardiness is defined as the staff's failure to report to his/her work station at the official work hours, including returning from lunch breaks.
- 4.2 Tardiness is a minor disciplinary issue but if not managed well, will cause disruption to the business and its operations.

5.0 Disciplinary Action Against Tardiness

- 5.1 Tardiness is considered as an offence against the Employment Agreement and can be subjected to disciplinary action.
- 5.2 The disciplinary actions against tardiness has taken into consideration the Industrial Court's view on managing minor misconducts such as, where the staff is given ample opportunities to improve themselves and the punishment subjected is not deemed as being too harsh.



- 5.3 Extreme repetition of minor misconducts will be subjected to a more severe punishment including dismissal.
- 5.4 GHCD will take corrective actions as per guidelines described below to address the tardiness:

Occurrences	Action to be taken	Action by
1st tardiness	Issue Show Cause Reminder Letter	Industrial Relations – GHCD
2 nd tardiness	Issue Show Cause 1st Warning Letter	Industrial Relations – GHCD
3 rd tardiness	Issue Show Cause 2 nd Warning Letter	Industrial Relations – GHCD
4 th tardiness	Issue Show Cause Final 3 rd Warning Letter	Industrial Relations – GHCD
5 th tardiness	Issue Show Cause Domestic Inquiry Punishment to be decided upon panel's decision in Domestic Inquiry.	Industrial Relations – GHCD

5.5 Any misconduct that is not repeated or has improved within twenty-four (24) months from the time he/she received his/her last disciplinary action, will warrant for the entire disciplinary process to start from the beginning.