

	Standard Operating Procedures GHCD	DOC NO: 4.11.3	ISSUE: 2
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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 past 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.	

