

**ATTENDANCE POLICY**  
Document Reference Number – HR-001

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## Modification History

[illegible]

## **ATTENDANCE POLICY**

**Purpose** – To define work timing and the purpose of attendance for all employees.

**Applicability** – This policy applies to all employees of Ideasson.

### **Expectation**

#### **Working Hours**

Our business is that of providing Information Technology services to customers overseas, in different time zones. So, we necessarily operate 24x7, all 365 days a year.

The staff in general shift will work from 9.30 a.m. to 5.30 p.m. six days a week, with a lunch-break of half-an-hour.

Employees will operate in shifts. The deployment of human resources on shifts will be decided and communicated to you according to the exigencies of work.

Employees working in the shifts will be informed, well in advance about the schedule of their shifts. You are expected to strictly adhere to the shift timings and a change in shifts will be permitted only under deserving circumstances. In the event of the reliever not coming and if an employee continues for two shifts, the employee will be eligible for compensatory off. The compensatory off should be availed within one month with prior permission.

Employees are expected to report half-an hour before the scheduled time of work. You are expected to work closely with the employee who is manning the previous shift to ensure smooth transition of work to the next shift. Similarly, while leaving the shift, you are expected to handover the charge to the reliever.

Work timings and holidays are project-dependent and will be communicated by your immediate Superior/Department Head.

The corporate office shall function in the following timing: -

- Office Timing: 09.30 to 17.30
- Lunch Break of 45 minutes shall be provided to all employees between 13:00 to 13.45.
- Sunday will be the weekly off

#### **Attendance Management**

It is your individual responsibility to come to work when you are expected to. Emergencies happen. When they do, inform your immediate Superior early so that alternate arrangements can be made rapidly.

Employees are expected to strictly adhere to the shift timings and the shifts. Changes in shift schedule are permitted only with prior approval from the superiors.

In order to ensure effective smooth wage administration of levels of employees, an effective Time Office is implemented.

All employees shall mark their attendance in the time recording system maintained at the Office. Notification from time to time will help employees understand as to how the time office / Leave Management Software to be used for the fullest potential and satisfaction of the employee and the management for effective leave administration.

Employees who are found not swiping in/out would be considered as serious misconduct.