

ATTENDANCE POLICY

Policy No	Version No	Effective Date	Prepared By	Review By

Objective:

The policy aims to establish clear company expectations regarding attendance and punctuality. It helps create a productive and efficient work environment, encouraging everyone to contribute their skills and expertise.

Applicability:

This policy is applicable to all Employees working for Quadrant at any location in India. Employees working at client location will have to follow the Clients attendance policy.

Office/Work Timings:

Quadrant works 24/7 to support its client globally. However, Employees working in India will have to follow one of the below shift timings and ensure to maintain 9 hours in office without fail.

Shift Timings:

Shift	Timings
1 st Shift (Asia Pacific)	07.00 AM to 04.00 PM
General Shift	09.00 AM to 06.00 PM
2 nd Shift (UK / Europe)	02.00 PM to 11.00 PM
3 rd Shift (US)	09.00 PM to 06.00 AM

Bio-Metric:

All Employees should swipe their access cards at bio-metric at front office to capture attendance and process the salaries accordingly.

Work From Home:

This facility/provision is not an option for Employees, this is purely at the discretion of the Management. If in case Employees wants to opt for Work from Home, he/she must get the written approval from respective Delivery Head / HR Head in writing for the duration and share with HR Team.

Unauthorized Absence:

If in case Employee is absent for 3 days continuously without any written intimation to their manager, the same is considered as Unauthorized absent and below actions will be taken against the Employee.

Types of Disciplinary Actions:

- At 1st Instance - Verbal & Written warnings
- At 2nd Instance – Salary Deduction
- At 3rd Instance - Termination from Services without any payments

This policy is reviewed periodically to ensure its effectiveness and alignment with the company's objectives. Any changes or modifications to the policy will be communicated to all Employee and this policy supersedes all existing policies related to performance management and shall be adhered to by all company employees.

Human Resources