ATTENDANCE POLICY

Human Resources Department Version 1.2

02/25/22

# ATTENDANCE POLICY

* 1. **Policy:**

It is company policy that all employees should report to their work at the right time so that they have right output at the end of the day. The company considers it important and encourages compliance of the policy.

* 1. **Purpose:**

To streamline and regulate the attendance of all the employees in the Company.

* 1. **Scope:**

This policy applies to all employees of the company working at Head Office.

* 1. **Procedure:**
     + Each employee has a RFID (Radio Frequency Identification) card containing the necessary details of the employee required for attendance & identification.
     + At office premises, employees need to have the employee card if you don’t have one please get it from HR.
     + The card will be the company’s property with the employee and in case of separation from the company, the card must be returned to HRD. Failure to do so, an amount of Rs.500/- will be deducted from final settlement.
     + In case of damage or loss of card, the HRD will be informed immediately with a written request to issue a new card. The cost of the new card is Rs.500, which will be deducted from the salary.
     + An external ***Reader*** is installed at the main entrance for marking attendance while entering office and at exit time so that we have time In and time Out.
     + In the morning, each employee will scan the card; the attendance will automatically be marked. There is an electromagnetic lock connected with the Reader, which will automatically unlock while scanning the card.
     + In the evening after office hours or if someone is going out of office during office hours for not coming back, they will scan the card to record the time-out and mark the day end through decibel.
     + While moving in & out of office but remaining within office premises, the same card will be used for opening the door.
     + In case an employee forgets to bring the RFID card, they can mark their attendance through thumb impression.
     + Intentionally scanning the attendance card of another employee or asking another employee to scan their attendance card or thumb impression is an inexcusable misconduct and renders both employees for a strict disciplinary action.

*(Manual attendance will be shared with HR by Team Lead until biometric/RFID system is not installed)*

# Working hours:

Following working hours are being followed:

Timing – Generic/Support Department

Monday to Friday 9:00 AM to 6:00 PM or 10:00 AM to 7:00 AM

*(Job timings may vary Team and Department wise. Departmental Rosters will be devised by Head of Department and will be shared with HR)*

Lunch break 1:00 PM to 2:00 PM

Lunch break – Friday 1:00 PM to 2:30 PM

* 1. **LATE COMING / SHORT / HALF LEAVE: (Head Office)**
     + A 30 minutes time relaxation will be allowed at entry (According to Roster) after which late attendance will be marked. For every two late comings (consecutive or with intervals), a full-day annual leave shall be deducted from the concerned employee’s account, and this will multiply in the same manner for the whole month.
     + Arrival after one hour of the roster timing will be considered as a Full Day Leave if not applied for Short Leave.
     + Any leave of more than 2 hours and up to 4 hours will be considered as a “Short Leave”.
     + More than 4 Hours leave will be considered as Full Day Leave and will not be categorized as Short Leave
     + For every **TWO** short leaves (consecutive or with intervals), a full-day annual leave will be deducted from the concerned employee’s account, and this will multiply in the same manner for the whole month.
     + There would be NO work from home unless instructed by the HR department to do so. Any work from home without Managers’ approval will be treated as a leave.
     + All employees need to serve 45 Hours a week.
     + Attendance report will be shared with the head of the department on a weekly basis. It will be part of the annual performance review process as well.
     + Upon consumption of all the sick and annual leaves there will be deduction from the salary.

# Departmental Notification Procedure

* + - Employees are expected to notify their line managers if they are late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance through email to their Line Manager, if they wish to arrive late or leave early from an assigned shift timing.
    - At the time of notification/call, the employee must notify their Line Manager when an absence is due to a documented/approved leave of absence in order to ensure appropriate tracking of leave utilization and absenteeism.
    - Employees need to login to their service portal to mark their leave. (when we have portal in place)
    - Any employee who fails to call in and report to work as scheduled for three consecutively scheduled workdays will be viewed as having abandoned their position and the employment termination process will be initiated. The Line should consult with Human Resources if this situation occurs.
    - Incidents of not following the notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.
    - More than three incidents of working less than mentioned shift or office timings without approval would result in a verbal warning. Repetition of such behavior will result in disciplinary action and may lead to termination as well.

# Progressive Discipline

* + - Line Managers should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.
    - When an employee has been previously counseled under the progressive discipline guidelines, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the Line Manager should consult with Human Resources prior to implementing disciplinary action.
    - Timely and regular attendance is a performance expectation of all employees. Consequently, those employees who have exhibited unsatisfactory attendance, which resulted in disciplinary action (written or final) during the course of the year, may have the behavior documented in their annual evaluation.

# Away from office on official duty / leave:

If an employee is away on any official duty training or tour or visit and cannot scan the card, they should inform their line manager and mark attendance. Similarly, when an employee is on leave, they should submit a leave application and inform the line manager *before proceeding or immediately after* leave. If no intimation/leave application is locked and blank date(s) are shown in the system, then the employee shall be marked absent in the leave record.