

4. Attendance and Timing Policy

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1. **Factory Timings:** Our factory operates from Monday to Saturday, with work hours from 9 AM to 5 PM. All factory employees are expected to clock in no later than 9 AM and clock out no earlier than 5 PM. Regular and punctual attendance is crucial to maintaining the efficiency and productivity of our factory operations. If an employee is unable to attend or will be late, they should inform their supervisor and HR as soon as possible.
2. **Office Timings:** Office hours for all administrative, management, and other non-factory employees are from 10 AM to 6 PM, Monday to Saturday. Employees are expected to be at their workstations, ready to begin work at 10 AM. As with the factory, regular and punctual attendance is important for smooth operations. Employees should inform their immediate supervisor and HR if they expect to be late or unable to attend.
3. **Fields Timings:** (Assuming that this refers to employees working off-site or in field roles). Field employees may have varied schedules depending on their specific roles, customer needs, or project requirements. Nevertheless, all field employees are expected to manage their time efficiently, maintain regular communication with their supervisors, and fulfill their assigned responsibilities within the required timelines.
4. **Hybrid Timings:** (Assuming that this refers to flexible or remote work schedules). For employees with hybrid work arrangements, work hours might be more flexible. However, they are still expected to be available and responsive during core business hours (10 AM to 6 PM) and ensure that their work responsibilities are being fulfilled effectively. Such employees should maintain regular communication with their teams and supervisors and be present for all required meetings and appointments.