PeopleLogic

On Duty (OD) Policy

Objective

The objective of this On Duty Policy is to provide employees with a clear and structured process for managing time when attending client meetings outside the office, ensuring they can fulfill their duties without being penalized for not being able to log in or out on time. This policy aims to support employees in maintaining client relationships while adhering to company attendance requirements.

Scope

This policy applies to all full-time employees of PeopleLogic who are required to attend client meetings that impact their ability to adhere to standard office login and logout times. This is not a work-from-home option; employees are expected to return to the office after their client meetings.

Policy Details

1. **Eligibility**
   - All employees required to attend client meetings as part of their job responsibilities are eligible to opt for the On Duty option.
   - The On Duty option can be utilized when a client meeting necessitates late arrival at the office or delayed departure from the office.
2. **Procedure for Opting On Duty**
   - **Pre-Meeting Notification:** Employees must inform their direct supervisor or manager at least one business day in advance of the scheduled client meeting.
   - **On Duty Request Email:** Employees must share an On Duty Request Email, specifying the date, time, and location of the client meeting, as well as the expected duration.
   - **Approval**: The request must be approved by the employee's direct supervisor or manager. **The approval should be documented via email and post approval the same has to be applied on Keka**
3. **During On Duty**
   - Employees are expected to attend the client meeting and conduct themselves professionally, adhering to the company's standards and client interaction protocols.
   - Employees must keep their direct supervisor informed of any changes in the meeting schedule or unforeseen delays.

4. **Post-Meeting Requirements**
   - Return to Office: Employees are required to return to the office as soon as the client meeting concludes, unless the meeting extends beyond reasonable working hours.
5. **Attendance Recording**
   - **Employees must log their On Duty hours accurately on Keka post employee's direct supervisor or managers email approval noting the client meeting details.**
6. **Compliance and Monitoring**
   - Supervisors and managers are responsible for monitoring the use of the On Duty option to ensure compliance with this policy.
   - Misuse of the On Duty option, such as using it for non-work-related activities, may result in disciplinary action in accordance with the company's disciplinary procedures.
7. **Exceptions**
   - Any exceptions to this policy must be approved by the employee's direct supervisor and the HR department.