

Devcenter Innovation Limited

Punctuality and Office Attendance Agreement

Effective Date: 1st JUNE 2023

This Punctuality and Office Attendance Agreement is entered into between **Devcenter Innovation Limited** and () collectively referred to as the "Parties."

Purpose:

The purpose of this Agreement is to establish guidelines and expectations regarding punctuality and office attendance for the Employee during their employment with the Company.

Punctuality

- The Employee shall arrive at the office premises promptly at the designated start time of their work shift. Promptness is essential for the smooth functioning of the Company's operations.
- According to the guideline, any employee who arrives more than 10 minutes after 9 am will be considered late; late arrivals will be recorded and accumulated throughout the month, 3 times lateness in a month will attract a **5%** deduction from your salary for that month.
A time-sheet has been made available, all employees are required to sign immediately they arrive in the office

Office Attendance:

- The Employee shall adhere to the scheduled working days established by the Company. Failure to attend the office during the scheduled working days without prior **approval** shall be considered a violation of this Agreement.
- in the event of a violation of the office attendance expectations set forth in this Agreement, the Employee shall be subject to a fine equal to **10%** of their monthly salary for each instance of non-compliance. The fine will be deducted from the Employee's salary in the pay period following the violation.

Acknowledge By signing this Agreement, the Employee acknowledges that they have read, understood, and agreed to comply with the punctuality and office attendance expectations outlined herein.
Company:

Devcenter Innovation Limited

Signature_____

Employee:

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Signature_____