

## **HUSSAIN FARHAD & CO. (HFC)**

### **Attendance Policy for employees and students/trainees**

#### **1. POLICY STATEMENT**

This attendance policy outlines our expectations about employees and students/trainees coming to work. Being punctual when coming to work helps to maintain efficiency in our workplace.

#### **2. SCOPE**

Most employees and students/trainees need to collaborate with their colleagues to do their job. To make this collaboration more effortless, we expect employees to be punctual and follow their schedules. This attendance policy applies to all employees and students/trainees regardless of position or type of employment.

#### **3. SALIENT FEATURES OF THE POLICY**

##### **3.1 Policy Overview:**

Employees of HFC are required to be present for work on time every day. Regular attendance and punctuality are important to keep the firm running smoothly. Arriving late, being tardy, or being absent from work causes failure to complete the job on the target date to the satisfaction of the client.

##### **3.2 Rules on attendance:**

- Employees attending office must CLOCK IN and CLOCK OUT through appropriate means as established by the firm.
- If there is any problem in recording CLOCK IN or CLOCK OUT, the employee and students/trainees should inform their line Manager and HRD immediately.
- Employees who regularly fail to CLOCK IN or CLOCK OUT may be subject to disciplinary action, up to and including termination.

##### **3.3 Late arrival:**

- Late arrival in the office or in their place of duty beyond 05 minutes from the fixed reporting time shall be marked as absent.
- If any employee is late in coming to the office must inform the line manager and HRD.



- Late attendance or early out (without permission) for five times a month will lead to a deduction of one day's salary.

### 3.4 Absenteeism:

- If an employee is absent for five (5) days a month without information, salary will be withheld for the respective month. Salary will be paid at a later date, subject to a satisfactory explanation, after adjusting the leave.
- If any employee remains absent for ten (10) days (without prior permission), then his/her services may be terminated.

### 3.5 Short leave:

- Employees should inform their line Manager and HRD when leaving office premises temporarily (1-2 hours) during working hours.
- Every three (3) cumulative short leave in a month shall be adjusted as one day's annual leave (if no annual leave balance is available, then one day's salary will be deducted).
- Frequent three (3) or more days in a month may attract disciplinary action.

### 3.6 Leave recording:

- HFC will keep records of all employees' daily check-in and check-out.

## 4. EFFECTIVE DATE:

This policy will be effective from November 16, 2022.



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Managing Partner



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