

Office Reporting Timing and Work Start Time Policy

The Office Reporting Timing and Work Start Time Policy is being implemented to ensure readiness, efficiency, punctuality, and accountability among employees. This policy also aims to provide a clarity about office reporting time and daily work start time. The expected outcomes include increased productivity, enhanced reliability, improved morale, and a consistent work culture. Employees will be more reliable and motivated, knowing that punctuality is valued and rewarded, leading to a more disciplined and harmonious workplace. This policy ultimately fosters a structured and efficient work environment that benefits both employees and the organization.

1. Backoffice (Orci Care) Process Employees

- Employees working on the Orci Care process must log in to the system 15 minutes before their designated start time.
For Example: A CSR team with a start time of 05:30 should log in at 05:15.
- This policy ensures that all systems are functioning properly and that the necessary setup is completed to start work without interruptions.
- Employees must mark their attendance within the 15-minute window prior to their work start time.
- Attendance marked after the official start time will be considered a late mark.
- Accumulation of three late marks within a month will result in a deduction of half a day's pay.

2. Work from Office Employees (UJustBe and UJustConnect):

- Employees who work from the office must arrive between 09:40am and 09:50am.
- Attendance must be marked on or before 9:55 am.
- Failure to mark attendance by 9:55 am will be considered a late mark.
- Accumulation of three late marks within a month will result in a deduction of half a day leave.
- The actual work shall initiate between 9:55am and 10:05am.

Note:

- Late Marks: Attendance marked after the designated start time (for Back office) or after 9:55 am (for office employees) will be recorded as a late mark.
- Impact: Every three late marks will count as half a dayleave for the respective month.
- In cases of any technical difficulty respective employee needs to send a mail to the team lead with cc to hr@ujustbe.com within 15 minutes of work start time.

This policy is designed to ensure punctuality and smooth operation of daily tasks. Adherence to these guidelines is mandatory and will be monitored regularly.