

Attendance and Late Arrival Policy

Objective:

The purpose of this policy is for employees to adhere to company policies and discipline. Employees are required to ensure timely attendance at the workplace and create a conducive work environment for everyone.

Scope:

The policy includes and will be implemented on all employees of the company.

1. Procedure and detail of policy:

- 1.1. Office arrival time is 09:00 AM and employees have a relaxation till 10 minutes after 9 AM. The relaxation will be allowed for a maximum of 4 days a month and relaxation does not mean that employees must avail it, rather it is for genuine and/or emergency issues.
- 1.2. Employees who are working remotely must check in according to their assigned schedule no later than 10 minutes after the scheduled start time. Remote employees are allowed a 10-minute relaxation, for a maximum of 4 days per month.
- 1.3. If an employee arrives after 9:10 AM (later than 10 minutes from office start time) *without informing their team lead/manager*, they will be subject to a fine of Rs. 500/- and half day salary will be deducted as well, **(if the employee has not got any pre-approval of the late arrival)** and it will affect their KPIs in the performance review.
- 1.4. If an employee avails the 4 days relaxation and arrives after 9 AM for the fifth time in the same month they will be subject to a fine of Rs. 500/- and it will affect their KPIs in the performance review as well.
- 1.5. In case an employee is running late, they should apply for a short/half leave with their team lead/manager. Pre-approval of short leave and/or half day is **compulsory**, and the employee will be allowed to take the short/half leave after the approval of concerned team lead/manager.

2. Additional guidelines:

- It is always a best practice to update your manager in case you are running late and apply for relaxation or half day depending upon the nature of the situation. If the employee has prior knowledge that they will be late or have to leave early, they must apply for short/half leave. and get it approved from their team lead beforehand with a genuine reason mentioned as to why they are applying for short/half leave.
- Minimum of 04 workings hours shall be considered for a half day. Employees must mark their attendance before 02:00 pm to be marked present for half day in 2nd half.
- Employee must inform their team lead/manager in case of any late arrival or leave; otherwise, fine and salary deduction will be applicable. Deduction of leave and fine will be on the discretion of team lead and management.
- If an employee faces any issue of electricity loadshedding or internet connectivity, etc., they will have to work for alternative working hours to complete the daily working hours.
- Habitual late coming/early going will render the employee liable to disciplinary action, which may amount to the termination of services (after fine and written warning) with the organization. Company reserves the right to take disciplinary action against the habitual late comers/early goers and absentees.
- An employee remains late for Five (5) working days in a month will be considered as Habitual Late Comer & shall be subject to be in the list for disciplinary action.
- Attendance record will be checked and monitored by HR department in coordination with team leads.