

Attendance Policy

Objective

Regular attendance is essential for the Company's efficient operation and is a necessary condition of employment.

All Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day.

Scope

All the Employees of **OEC Records Management Co. Pvt. Ltd.** and the employees working on a **Contractual source** are expected to report to work as scheduled and on time.

Office Hours and Work Days

The Company's Office hours have been divided into the below mentioned 3 shifts from Monday to Saturday which are as follows:

Office Hours	First Shift	General Shift	Second Shift
Time	7:00 am to 3:00 pm.	9:30 am to 6:00 pm	3:00 pm to 11:00 pm

If an Employee is unable to report to work for any reason, he/she shall notify his/her Superior and Human Resource Department as early as possible

The Employee is responsible for speaking directly with his/her Superior about his/her absence. It is not acceptable to leave a message on a Superior's mobile or through another Employee except in extreme emergencies.

Should undue tardiness become apparent, disciplinary action may be required.

Absence for 8 consecutive work days without notifying the manager is considered a voluntary termination or necessary action would be taken as per the management's discretion.

Late Arrivals

Employees are expected to adhere to office timings. A grace time of 15 minutes is permitted only for 3 days in a month, after which an employee coming to office would be considered as **"Late - Coming"**

For every late coming thereafter, employee's attendance will be considered as **'Half working day'**

Half Day Deduction

- Half day would be deducted from the Leave balance (C.L) for all the employees of **OEC Records Management Co. Pvt. Ltd.,**

On non-availability of C.L, deduction would be made from Paid Leave (P.L)

On non-availability of P.L; it would be considered as **Leave without Pay (L.W.P)** and would be deducted from the Salary.

- Half day would be deducted from Leave balance (P. L.) for all the employees who are on a **Contractual source.**

On non-availability of P.L, it would be considered as **Leave without Pay (L.W.P)** and would be deducted from the Salary.

If an employee arrives late to office with prior permission of his / her reporting authority and H.R. Department completing 8 hrs of duty excluding the lunch break of half hour, would be waived off from the above rule for that particular day.

	First Shift	General Shift	Second Shift
Office Hours	7:00 a.m. To 3:00 p.m.	9:30 a.m To 6:00 p.m.	3:00 p.m to 11:00 p.m.
Grace Time only for 3 days in a month.	15 minutes i.e. till 7:15 a.m.	15 minutes i.e. till 9:45 a.m	15 minutes i.e. till 3:15 p.m.

Half Days

An employee is allowed to take Half Day with prior permission of their reporting authority.

Leave application form is to be filled by the employee while availing such occasions duly signed by the Superior.

It is the responsibility of the employee to submit the duly signed leave form to the H.R. Department.

An employee reporting to office at the below mentioned time as per the shift, it will be treated as half day.

	First Shift	General Shift	Second Shift
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Office Hours	7:00 a.m. To 3:00 p.m.	9:30 a.m To 6:00 p.m.	3:00 p.m to 11:00 p.m.
In Time	At or After 9:00 a.m	At or After 11:30 a.m.	At or After 5:00 p.m.
Out Time	At or Before 1:00 p.m	At or Before 4:00 p.m.	At or Before 9:00 p.m

Half Day would be deducted from the Leave balance (Refer the Half Day Deduction clause mentioned above).

General Shift employees intending to attend office for the first half only may leave office by 1 P.M. & employees intending to attend office for the second half only should reach office at 1.30 P.M

First Shift employees intending to attend office for first half only may leave office by 11 am & intending to attend office for the second half may reach office by 11 am.

Second Shift employees intending to attend office for first half only may leave office by 7 pm & intending to attend office for the second half may reach office by 7 pm.

Punching and Signing on the Muster Roll (Attendance Register)

It is mandatory for every employee to punch their thumb on the biometric as well as to sign on the Muster Roll while coming in and / or going out after his scheduled working hours.

If he/she does not follow the above procedure he is marked absent for the day and leave / salary is deducted accordingly.

Out Duty (O.D.)

Every employee on Outdoor Duty is supposed to intimate the date and time through the Out Duty form duly signed by the Superior.

It is the responsibility of the employee to submit the duly signed Out Duty form to the H.R. Department a day before the Out Duty or the first instance of attending office as this would allow the H.R. Department to mark the respective employee present for that particular day.

Work from home

No work from home for any employees in OEC on any working day including Saturdays. This will be allowed on case to case basis depending on the emergency or circumstances to VP's and upwards with prior approval of Directors or COO only.

Note: There is a provision for employees who are on Out Duty on a continuous basis to mail the softcopy of the form to the H.R. Department.

HR/POLICY/ATTENDANCE/01

**Prepared By:
H.R. Department**

**Approved By:
Head H.R.**

Issued On

Reviewed By