



KINDUZ

Attendance Policy

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ATTENDANCE POLICY

OVERVIEW

Attendance and punctuality in official duty are two important aspects of an employee in delivering the goods and reaching the targets committed to customers in any organisation.

Regularity in attendance and punctuality inculcate a mode of discipline in employee's work life.

SCOPE

This attendance policy is applicable to all Interns, Employees, Contractors and Sub contractors (here in after referred to as associates) of the organisation. The organisation desires that all its associates follow the standards set in its' working in respect of punctuality and attendance

The objective of this policy is to define, develop, communicate and implement formal methods and procedures for establishing attendance standards and tracking compliance to it.

POLICY

1. The organization works from 10 A.M. to 7 P.M on all working days.
2. The office shall be closed on all declared public/ festival holidays and second and fourth Saturdays of a month.
3. Total working hours of the office per day are 8, excluding a break time of 60 minutes which includes lunch break of 40 minutes and two tea breaks of 10 minutes each on all working days.
4. Associates are allowed a 60 minutes flexibility in the start time, in case of genuine reason which will correspondingly shift the closing time.
5. More than one hour of delay on any day in attendance shall be treated as half day leave.
6. In case any additional flexibility is required, the associate needs to get a verbal / written prior approval from his / her manager, without which the loss of time will be considered as half day leave.
7. Regular late coming and early leaving shall not be permitted. Habitual offenders shall be subjective to disciplinary action.
8. The attendance sheet will be updated on day to day basis.
9. If an associate is on tour or at customer premises or on leave appropriate remarks shall be made to this effect in the attendance sheet against the dates on which he / she is on tour or on leave.

10. Whenever an associate is on official work at a different organisation's premises local rules shall be applicable in respect of attendance and working hours. The associate in case of emergency has to inform the local authority and obtain permission from the manager /secretary at head office without fail before leaving the work spot.
11. If necessary manager /director /Secretary can get the feedback from the other organization about the associates' attendance during the stay at their premises.
12. The head admin or the manager shall update the attendance sheet on day to day basis and inform the director/Secretary any deviations observed without fail in respect of any associate.
13. The associate shall be required to work beyond the specified office hours depending on the situations like completing important project work, meeting targets, conducting conferences and other situations where the associate's presence is essential and for the good of the Organisation.
14. Based on the number of extra hours worked compensatory off will be permitted with the approval of the competent authority as per the leave policy.
15. It is important for all associates of the Organisation to conform to the timings (Working hours) of the society and also to keep a track of their work timings and days on duty and/or on leave.
16. Consultants/associates working on part time basis shall attend office as per the terms and conditions agreed upon and as per presence required at office.

VIOLATION REDRESSAL MECHANISM

1. Questions regarding the compliance to the stated policy should be directed to the Secretary.
2. Associates are encouraged to report violation or any issues that are related to the policy with the respective manager or with the Secretary.
3. There would be a disciplinary process for any associate/ associates who violate this LASSIB policy and procedures. Action taken would include, but not limited to:
 - Verbal or written reprimand
 - Referral to appropriate counselling
 - Withholding of a promotion based on behavioural issues
 - Termination of employment.

EFFECTIVE DATE:

This policy is effective from 1st January 2009.