

ATTENDANCE AND PUNCTUALITY POLICY

This document provides guidelines and properly regulates rules for attendance and punctuality on workplace applicable to the employees

*Geecon System Pvt.
Ltd. Attendance
Policy*

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1. DOCUMENT HISTORY

Version	Date	Author	Content/Changes
1.0	January 01, 2017	Nagendra Mishra	Initial Draft

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2. PURPOSE

The Attendance rules have been formulated to enable employees to maintain a punctual work place schedules. Timely and regular attendance is an expectation of performance for all Geecon employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Company have discretion to evaluate extraordinary circumstances of a tardy, absence or failure to clock-in or clock-out and determine whether or not to count the incident as an occurrence. HR Consultants are available to advise supervisors regarding the evaluation of extenuating circumstances.

3. ELIGIBILITY

The Attendance and Punctuality policy is applicable to all full time employees of all grades of Geecon Systems Pvt. Ltd. based in India and Overseas.

4. ABSENTS

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by Company notification procedure.

5. TARDY

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time. In these instances, managers may replace the tardy employee for the full shift.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval
- Arrives to work past his/her scheduled start time may be replaced for the full shift at the discretion of his/her supervisor.

6. TIME CLOCK AND FAILURE TO CLOCK IN/OUT

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e. Kronos station) at the beginning and/or end of their assigned shift;
- Failure to clock in/out on their designated time clock for the meal break;
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.

7. NOTIFICATION PROCEDURE

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with Human Resources if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.

8. PROGRESSIVE DISCIPLINE PROCESS

Supervisors should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy and/or the Performance Accountability and Commitment Policy, the totality of the circumstances will be assessed when determining further action. For situations

involving suspension or termination of employment, the supervisor should consult with Human Resources prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Geecon employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

9. OCCURANCES

An occurrence is documented as an absence, tardy or missed time clock in/out. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12 month period.

	Occurrences/Days	Discipline Step and Action
Occurrence 1 Occurrence is equal to: <ul style="list-style-type: none"> • 1 Absence • 2 Tardies • 2 Missed Clocks 	4 Occurrences	Step 1: Verbal Warning
	6 Occurrences	Step 2: Written Warning
	8 Occurrences	Step 3: Final Written Warning
	10 Occurrences	Step 4: Termination
Total # of Days Absent <ul style="list-style-type: none"> • Consecutive or Non-Consecutive • Does Not Apply to Tardy 	6 Days	Step 1: Verbal Warning
	9 Days	Step 2: Written Warning
	12 Days	Step 3: Final Written Warning
	15 Days	Step 4: Termination
Single Day of No Call / No Show	1 Occurrence	Step 2: Written Warning
	2 Occurrences	Step 3: Final Written Warning
	3 Occurrences	Step 4: Termination

NOTE: The total number of days an employee is unavailable for work as scheduled and the total number of occurrences are considered when applying discipline. For example, at Step 1 the maximum number of days the employee is allowed to be unavailable for work before receiving a Verbal Coaching is 6, regardless of the number of occurrences.

10. NEW HIER PROBATION PERIOD

An employee, within his/her Probation period, who has two occurrences should receive a Written Warning; if the employee has greater than two occurrences within the Probation period, employment may be terminated; should the Probation period be extended, this rule still applies.

11. HOLIDAYS

If an employee calls out of work the day before, the day of, or the day after a holiday, the manager will review the circumstances of the absence. Based on this review, the manager has the discretion to determine whether to count the incident as a regular occurrence or go directly to issuing a Written Warning for the holiday-related call out. If an employee is already on discipline they can progress to the next level.

12. ATTENDANCE RULES

- All Full-time employees has a general shift of 8.5 working hours which starts from 9:00 AM and end at 6:00 PM of their local geo-zones except the Night shift and Evening shift which have 8 working hours.
- Company may ask to stretch the working hours under certain conditions which require an additional effort to complete any assignments allocated to associate.
- Currently company do not support any kind of overtime policy and neither pay for the extra working hours. Such efforts are considered as a part of individual's achievements and can be considered during annual appraisal or confirmation in services.
- Grace time for late coming in office is 15 Minutes from the start of the working hours.
- Grace time for early going from office is 15 Minutes.
- Weekly-off Policy:
 - All Sundays will remain as weekly off. Employees those who are required to work on weekly off due to project / office requirements, critical requirement of the position, the employee is handling and delivery commitments to the clients or otherwise; are being allowed to avail compensatory off in lieu thereof. Approval of the reporting manager is must to avail compensatory off.
 - Employees engaged with critical functions, project requirements, delivery to clients, meeting official targets and are required by his/her supervisor to work on weekly off either on Saturdays & Sundays should discharge their duties and avail compensatory off in lieu thereof.

- Early coming and Late Going attendance punches are considered during attendance calculation for the day.
- Official Lunch break time is 1:00 PM to 1:30 PM and is deducted from Work Duration at the time of attendance Calculation.
- Attendance will be calculated as Half-Day if work duration in a particular day is less than 6 Hours and absent if work duration is less than 4 hours.
- On Partial Days, Attendance will be calculated as Half-Day if work duration in a particular day is less than 4 Hours and absent if work duration is less than 2 hours.
- Weekly-off and Holidays will be considered an absent if Prefix and Suffix Days are absent.
- A Full Day will be marked as absent when employee is late for 3 days in a month.
- Attendance will be marked as Half Day if employee is late by 30 Minutes or early going by 30 Minutes.

This policy is intended as a guideline to assist in the consistent application of Geecon policies and programs for employees. The policy does not create a contract implied or expressed, with any Geecon employees, who are employees at will. Geecon reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Company.

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