

Workplace Attendance, Timings & Conduct Policy

1. Working Days & Shift Timings

- a. The official working days are **Monday to Saturday**, with a **holiday on the second Saturday of every month**.
- b. Employees are expected to render **10 hours shifts per day**.
- c. A **grace period of 10 minutes** is allowed in the morning to accommodate occasional tardiness. This flexibility may be availed **once or twice a month only**. Repeated or habitual late arrivals will invite disciplinary action.
- d. **Designated Shift Timings:**

- **Product/Project Managers:**

Any of the following shift slots may be followed: **8:00 AM–6:00 PM**, **9:00 AM–7:00 PM**, or **10:00 AM–8:00 PM**

- **Full-time Employees (Team Members):**

8:00 AM–6:00 PM or **9:00 AM–7:00 PM**

- **Interns:**

Must be present during either of the following shifts: **9:00 AM–1:00 PM** or **2:00 PM–6:00 PM**, ensuring a **minimum of 4–5 working hours per day**.

- e. **Break Timings (Cumulative not Exceeding):**

- Morning break: **30 minutes**
- Lunch break: **1 hour**
- Evening break: **30 minutes**

Employees are expected to manage breaks responsibly within these limits. Clocking in/out is also **mandatory during breaks**.

2. Clock-in / Clock-out & Attendance Compliance

- a. All employees are required to **clock in and clock out** at the time of entering and exiting the office premises.
- b. Clocking in/out is also **mandatory during breaks**. This includes both **break-out and break-in** timings for all categories of employees: **Project Managers, Product Managers, Full-time Employees, and Interns**.
- c. **Late clock-ins** will be automatically subjected to the **Permission Norms** outlined in Section 3.
- d. In addition to biometric tracking, **manual attendance record/signature is compulsory**. Discrepancies in either record may affect payroll processing and leave balances.

3. Permission Norms

- a. Employees are allowed to avail a maximum of **2 permissions per month**, each limited to **1 hour only**.
- b. Each **1-hour permission must be used on separate days**. Both permissions **cannot be taken on the same day**.
- c. Any **delay beyond the 1-hour permission window** will be considered as **half-day or full-day leave**, depending on the total duration of absence.
- d. A **third 1-hour permission** in a month will automatically be treated as **leave** and reflected accordingly in attendance and payroll.

General Note

Employees are expected to adhere to the above policies strictly. Repeated violations or manipulation of clock-in/clock-out times, misuse of permissions, or disregard for shift timings may result in disciplinary action, including deduction in pay or escalation to HR. All employees are requested to familiarize themselves with this policy and ensure compliance at all times.