

Richesm Healthcare Pvt Ltd

ATTENDANCE POLICY

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Reviewed By	Director
Approved By	Management

OBJECTIVE

The Attendance policy seeks to meet the following objectives:

- To plan the working hours of the employees in order to meet the work requirement and to ensure optimum utilization of Human Resources.
- To ensure improved work place practices by framing the rules on attendance & punctuality.
- To provide a process for recording working hours and ensure that the employees follow the guidelines for working hours.

SCOPE

This policy is applicable to all employees of RichesM for all Business functions and its subsidiaries at all locations across the country. (Exceptions if any are mentioned in the policy document)

DEFINITIONS

- Core Employees: Employees (on roll, temporary and retainers) working in the Head Office, Regional Office locations. Exceptional cases as approved by Management.
- Attendance: Attendance is the physical presence of an employee at the place of work or when deputed to any other location for official duty during the stated working hours.
- OD - On Duty is working at a location away from the place of work for official purpose; OD has to be approved by the Reporting Manager.

POLICY

- All Employees are expected to be regular and punctual at work and follow the attendance rules decided of their respective locations.
- Office Timings vary depending upon the location of work. At present the following work hours are applicable to the employees working at these locations:
- Head Office / Regional Office - Monday to Saturday: 9:30 am to 6.00 pm, including 30 minutes lunch break.
- Implant Staff/Employees who work out of client location - Timings will vary from site to site depending upon Client's requirement. Timings will be approved by the Operations Head and communicated to the concerned employees
- **Attendance Cycle is from 26th day of previous month to the 25th day of current month. All regularization/On Duty Request/ Leave request should be made before 25th of every month else the attendance will be treated as absent.**

Recording of Attendance: Recording of attendance is Client location / Head Office/ Regional Office specific and will be applicable as below:

- Wherever Bio-metric machines have been installed at the office, all employees will get their finger prints or swipe card registered or follow manual attendance with the local Administration / HR department.
- Employees will thereafter swipe their fingerprints or sign on attendance sheet to record their attendance every-time they enter or exit the office.
- Employees going directly to the Client sites should mark their attendance next day Their timesheets should be approved by their supervisor on the same day or next day. If there is no manager approval, the attendance will be treated as absent.

On Duty Travel: Employees who are travelling for work to other locations should apply “On Duty” before their travel or post their travel.

- It’s the responsibility of the concerned Employee to ensure that their attendance is updated and any instances of Bio Metric not working, Forgot to swipe, or forgot to sign on duty and Leave etc are informed along with an approval of their respective managers to HR.

All employees are expected to be diligent and submit only correct information about their attendance. Any wrong data, misrepresentation of timings or On Duty details will make the employee liable for strict disciplinary action up to termination.

Management reserves the right to conduct unannounced audit and checks to ensure full compliance to the policy.

EXCEPTIONS / AMENDMENT / INTERPRETATION:

Any exception or amendments to this policy has to be approved by the Manager/Director/Reporting Manager. The policy is subject to modification, amendment and alterations by the management at any time without assigning any reasons or without giving any prior intimation to the employees. Any interpretation of the policy by the Employees & Managers will be done in line with principle of good conduct & ethical behaviour.