



901, 902, 903 Neptune Edge,
9th Floor, Sarabhai Compound
Next to Neptune Trinity, Vadodara-390007, Gujarat.
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Time & Attendance Policy

Ethics Infotech LLP

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SCOPE: This policy applies to all employees of Ethics Infotech LLP.

Version Author/History

Date	Version	Issued by	Authorized By
01 st Nov 2022	1.0	Human Resources Department	Prashant Joshi
31 st Mar 2023	1.1	Human Resources Department	Prashant Joshi

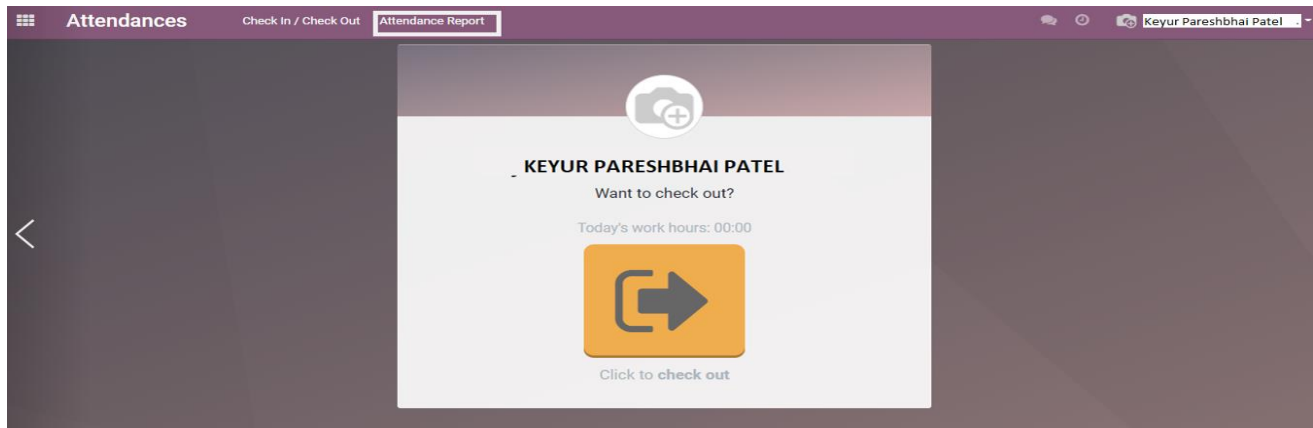


Time & Attendance Policy

01. As per this policy, office time duration will be from 9:30 AM to 7:00 PM which needs to be adhered by every employee.
02. Weekly offs are separate for different departments. Please refer to your terms of appointment.
03. Office working hours will be reflected in two categories i.e. 9.5 hours for full day and 4.5 hours for half day which will be mandatory. If any employee is on half day leave (4.5 hours) but if this duration is less 4.5 hours, in that case it will be consider as full day leave.
04. Work duration which is 9.5 hours will include 45 minutes of standard allocated time for all breaks.
05. Employee can be allowed to come late with an exceptional/specific reason, but, he/she should be available in core hours from 11:00 am to 6:00 pm at office. Employee has to inform specific reason for the delay to their team leader & HR as well via mail/call/message.
06. As per the policy, we will be having 5 days working in a week. In addition this, there will be 10 paid holidays during the year, furthermore a list of holidays will be available on the Notice board.
07. Office timings are subject to change by the Management as per the business requirements, generally/specific to a project/person, subject to the number of office hours stated above.
08. Any observation while analyzing quarterly attendance, if there is a shortage of 4.5 hours in attendance then it will be considered as half day & there will be deduction for each 4.5 hours from the earned leave of that particular employee.
09. In the same way, any observation while analyzing quarterly attendance, if there is a shortage of 9.5 hours in attendance, then, it will be considered as deduction of half day for each 9.5 hours from the earned leave of that particular employee. At the time of leaving the organization, leave analysis will be carried out for the past month in the quarter as per above mentioned points.
10. Employees must use Biometric / Odoo for recording their attendance in the office for each entry & exit. This process will be carried out on the module fixed at the main entrance of the office.
11. Employees are responsible to ensure that, they do not make any mis-punch. More than 2 mis-punch in a month may result into disciplinary action from HR.
12. Employee should inform to HR within 3 days, if there is any mispunch in attendance. Employee also can check their attendance in Odoo. Screen shot attached for the reference. You may click on attendance report, which will display your attendance record.



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Employee	Check In	Check Out	Worked Hours
	11/09/2020 21:22:21	21/09/2020 15:30:39	234:08
	10/11/2022 09:44:23		00:00
	09/11/2022 09:39:25	09/11/2022 19:48:13	10:09
	07/11/2022 09:49:51	07/11/2022 19:44:21	09:54
	05/11/2022 09:49:13	05/11/2022 19:04:19	09:15
	04/11/2022 09:47:36	04/11/2022 20:02:32	10:15
	03/11/2022 10:45:49	03/11/2022 19:39:04	08:53

13. If the records of entry or exit are missing in the module history, attendance shall be deemed as not present for that day and leave balance debited for that day will be subject to application for leave to HR. Where no application is made in HR, leave shall be deemed and debited in the earned leave balance. If there is no earned leave balance, then it will be considered as unpaid leave and will be deducted in the salary of that month as necessary.
14. In case, if any particular day is required to be compensated then, in advance approval of Reporting Manager is mandatory with a valid reason. It should be noted that, compensatory days will be provided by the Reporting Manager as per the business requirements. Simultaneously, employees must also inform to HR Department regarding compensatory days, after the approval from the Reporting Manager.
15. If compensation day is less than 8.5 hours then, only half day will be compensated. It is mandatory to have 8.5 hours for full day compensation



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16. If it is observed that, any employee fails to adhere attendance policy then, he/she will be issued a warning letter and undertaking will be demanded in return. If 3 warning letters are issued to an employee in a Financial Year then, disciplinary action will be taken as per the decision by the Company Management and this may also affect employee's appraisal as well.

Ethics Infotech LLP Policy on Leave and Absenteeism from work, both paid and unpaid are provided in accordance with statutory regulations and in order to support employees, who require leave in particular circumstances or for specific reasons.

This policy sets out your entitlement to contractual or statutory leave.

Requests for all forms of absenteeism needs to be approved by your Reporting Manager unless stated otherwise in this policy. Unauthorized leave will always be unpaid & may result in disciplinary action.