

Objective: -

The purpose of this policy is to

- **Ensure Accurate Attendance Tracking**
Maintain reliable attendance records to support the salary and payroll process.
- **Promote Workplace Discipline**
Encourage punctuality and consistent attendance to foster a professional and productive work environment.
- **Facilitate Effective Monitoring**
Provide clear instructions for employees and supervisors to record and manage attendance for themselves and their teams.

Scope: -

This policy applies to the employees of Masood Roomi Group (MR) working in Head office Multan and Lahore office. To ensure fair, transparent, and efficient attendance management. Including:

- Permanent Employees
- Contractual Employees
- Daily Wage Workers

Procedure: -

- All employees of Masood Roomi Group will be registered in the ERP system using biometric/face ID linked to their employee code on attendance machines.
- All employees must mark their Time-In and Time-Out through biometric/face scanning machines as per their assigned duty roster.
- The first scan (In) and the last scan (Out) of the day will be considered as the total working hours of the employee.
- No employee is exempted from attendance scanning, except management approval.
- The HR department, with IT support, will fetch daily attendance data to monitor employee absenteeism and punctuality rates.
- If an employee faces any issue related to their attendance or scanning, they must report it to HR within 24 hours for correction. Failing to do so will result in the attendance being considered as recorded.
- Missed-Scanning- clocking in or out up to three times per month without penalty is allowed. However, for the absence to be acceptable, at least one scan (either clock-in or clock-out) must be recorded for the day.
- For employees frequently assigned to outdoor duties, the updated list must be provided by the departmental head to HR payroll section, along with reasons, to ensure accurate attendance records.
- Any attendance correction for an employee will require prior approval from the concerned HOD/Director.

Business Hours & Working Days: -

- Office Hours for Head office and Lahore office will be as under.

Monday to Friday	09:00 AM	05:30 PM
Saturday	10:00 AM	02:00 PM
Break time (Monday to Thursday)	01:00 PM	02:00 PM
Friday Break time	01:00 PM	02:30 PM
Shift staff will work as per their roaster		

Tardiness will be treated as per below schedule: -

MR/HR/AP/002	Masood Roomi Group	Jan-25	
Tardiness Policy			
Office Time	From	To	
General Shift	9:00 AM	5:30 PM	Monday to Friday
	10:00 AM	2:00 PM	Saturday
Grace Period	15 minutes		
Late Arrival	9:16 AM	9:45 AM	3x times allowed in a month
Late Arrival	~ do~	9:45 AM	More than 3x times half day will be deducted
Late Arrival	~ do~	9:45 AM	More than 5x times 1 full day will be deducted
Late Arrival	9:16 AM	9:45 AM	More than 7x times 2x leaves will be deducted & same formula for more lates
Half day	9:46 AM	1:00 PM	Will be consider as half day
Full day	Coming to office after 1:01 pm will be consider as full day leave		
Short leave	2 short leaves are allowed only in case of emergency for 2 hours only aftersign in/sign out.		
	No short leave is allowed for late arrival/adjustment to office		
Deduction	Deduction will be made from available leave balance if no leave available then salary will be deducted		
Excerpt	This policy is applicable to General shift staff of Masood Roomi Group		

- Habitual late arrival will be reported to the respective **HOD**. In cases of serious attendance issues, the matter will be escalated to the **Group HR Head** and the concerned **Director** for appropriate action and rectification.
- Attendance and punctuality will be considered as key factors in determining **annual increments, performance evaluations, and promotions.**

Responsibilities: -

- HR -Time office
- IT-ERP and Support Team
- Admin & Security
- Concerned HOD

Review and Revision: -

Policy will be reviewed annually. The Company reserves the right to rescind and /or amend this, and all Company policies, at any point of time.

Initiated By Group HR Head	Reviewed By Director Finance	Approved By Chief Executive Officer