

		<b>HR Policies and Procedures</b>	
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## 1.0 PURPOSE

The purpose of this policy is to define attendance rules for the employees of the company. Punctuality and regular attendance are essential to ensure optimal productivity and customer service. In order for the TNS to achieve these goals, employees are required to maintain a satisfactory record of attendance. Project Head are responsible for communicating the attendance policy to staff and for fair and consistent application of the policy.

## 2.0 SCOPE

This policy is applicable to all the employees of the company

## 3.0 DEFINITIONS

**3.1** “Company” means Telecom Networks Solutions Private Limited and its offices, factories and branches in Delhi or any other place in India.

**3.2** “Employees” mean all employees of the company who are appointed to positions that are of permanent or on probation.

## 4.0 ATTENDANCE RULES

### ***4.1 Identity Card Issuing Procedure:***

For the purpose of attendance, all employees in TNS are issued employee ID card as at the time of joining. This is the sole responsibility of all the Employees to take care of the ID Cards through-out his/her employment tenure at TNS. While leaving the organization, employees are expected to return back the ID card to HR.

As ID card is solely the property of TNS and if Employee does not submit the same at the time of completing his exit formalities, Company is liable to deduct Rs. 500 from his full final amount.

In Case an employee losses the ID card, s/he can request to HR for issuing the new employee ID card once again but only after the approval of respective HoD/Director. Besides, the employee is also liable to pay Rs 200/- as processing charges which will be

deducted from his/her salary of that consequent month. The request for Duplicate ID card can be sent to HR.Helpdesk@tnsworld.com or an application explaining the reason for loosing the ID card can be submitted in hard copy. Outstation employees can collect I'Card from Local Coordinator/ Project Manager within 1 month of joining.

#### **4.2 Attendance & Punctuality:**

The General Office timing is from 9.30 A.M. to 6.00 P.M. The Office operates six days a week (Monday-Saturday). Sunday is weekly off. All employees are expected to report to work on time every day. If an employee is unable to report to work they are expected to notify their supervisor within 30 minutes of their start time.

##### For Project Office

All Project employees are expected to report for duty at their respective Project Office or at Site in coordination with their Project Manager. Their attendance is compiled by concerned Project Manager and sent to their respective HOD, who further sends it to HR Team on daily basis by 10 am. Besides that compiled attendance for the entire month is to be sent to HR by last working day of the month.

##### For Factories

The attendance for Factory employees is compiled by concerned Factory HR Representative posted at Factory and sent to their respective HoD, who further sends it to HR Team on daily basis by 10 am. Besides that compiled attendance for the entire month is to be sent to HR by last working day of the month.

##### For Head Office

The attendance for Head Office employees is taken from the Swap Card Machine wherein all employees are expected to Punch their card at the time of reaching and leaving the office premises. This includes all employees of Project Team as well who are based at HO and are categorized in GN code.

An Employee reaching office late / leaving early due to Official Work should enter details of visit in On Project Register kept at the reception. The entries made in On Project Register shall be duly approved / signed by concerned HOD/Director. In case concerned HOD / Director do not approve a particular entry, then it will be considered as coming late.

Any employee who is reaching office after 1.00 pm will be considered on full day leave. **Employees reporting for duty after 9.30 am shall be considered late.** Only 3 occasions in a month an employee can come to office between 9.30 am to 11 am in case of emergency and any additional delayed days would be considered as leave/absent.

Only once in a month employee is allowed to report office till 1:00 pm. Similarly only once in a month employees are allowed to leave office after 2 pm. Therefore only 1 occasion before 1 pm and one occasion after 2 pm employees in time and out time can

be regularized (in addition to 3 late timing between 9:30 am to 11 am) and additional late days would be considered as leave/absent.

In case an employee does not punch the card either at the time of reaching or leaving the office, s/he will be considered as Absent for that particular day. If an Employee forgets to bring his ID card, the same should be entered in Swap Card Forget Register kept at the reception.

In the event of an Employee not having any Leave Balance in his account, salary shall be automatically deducted. Alternatively, employee can take approval to waive off their deduction from concerned Supervisor (i.e. HoD/Director), in the specified Leave Application Form. Employees are expected to self-monitor their late arrival / early leaving thru Employee Service Portal and should ensure submission of all Leave Applications, Entries in Registers, Waiver Approval to HR/Reception by next working day of joining their duty to avoid any deduction of leave/salary.

#### **4.3    *Recording of Attendance:***

Attendance record form, Loading Sheet must be completed daily by HR department / concerned Project Manager. HR department shall keep a track of the all the employees of the company for their deployment in various projects and compile the attendance sheet marking the attendance as per their project code. Following nomenclature shall be adopted for filling the form:

- Absence with Authorized Leave "A"
- Absence without Authorized Leave "AB"
- Loading "Customer Code/Circle/Service Code" i.e. 69/W/11
- Office Load "O" for Project
- Office Load "P" for HO and Factories

The attendance form shall be amended if required based on the attendance reported by the project managers. HR department shall finally compile the monthly sheet, update its leave records and other records, and submit the sheet to the accounts department.

It is in discretion of project manager to give leave to his subordinate in lieu of his work in Sundays or Holidays. Such leave shall not be marked absence in the record. In such cases the attendance shall be marked as "N".

#### **4.4    *Absenteeism:***

The "AB" category will considered absenteeism and shall be viewed seriously by HR, Project manager and Cost center head. HR department shall list out such employees on monthly basis and also mention their trend of absenteeism in past months and inform the same to project head and cost center head. HR shall give warning and notice to such employees. Such cases where it is found that absenteeism is a practice of the employee/employees, HR shall discuss the issues with project manager and cost center head and necessary action shall be initiated.

#### **4.5    *Authorized Leave:***

Earn leave shall be approved in advance. Casual leave shall be intimated to the project manager or HR department well in advance. If intimation to HR department or project head is not available prior to proceeding for leave, the absence will be marked as "AB".

## **5.0 AMENDMENT OF POLICY**

The Company reserves the right to amend, abrogate, modify and revise any or all clauses of this policy depending upon market practices, exigencies of business.

## **6.0 INTERPRETATION OF POLICY**

Human Resources will interpret the contents of this policy.