

# WORKING HOUR & ATTENDANCE POLICY



| Version Control |            |                                                                                  |
|-----------------|------------|----------------------------------------------------------------------------------|
| Version No      | Date       | Description                                                                      |
| 1.0             | 01/05/2026 | Policy Creation                                                                  |
| 1.1             | 11/08/2026 | Redrafted, Addition of Daily Punch Guideline and Attendance regularisation date. |

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**Objective:** To ensure punctuality and regular attendance of all On-Roll and Off-Roll Aftermarket **Field Employees**, irrespective of grade, through the IMAST App.

**Please note:** On-Roll employees are **additionally** required to regularise their attendance through the Ascent App.

**Applicability:** This policy is applicable to all Aftermarket Field On Roll & Off Employees.

**Working Hours:** Employees are required to work **9 hours per working day**, inclusive of a 30-minute lunch break.

### **Guidelines on Daily Punch-In/Out**

All employees irrespective of the grade shall use IMAST App which has GPS/location-based check-in.

#### **a) IN / Out Punch:**

- i) Employees can **Punch-In** any time **between 8:30 am to 9:30 am and Punch-Out to be done accordingly.**
- ii) In punch and out punch is mandatory for all working days.
- iii) Employee must Check in at the beginning of work and check out at the end of work
- iv) Ensure location services are enabled during attendance marking (viz; GPS-enabled).

#### **b) Attendance Monitoring:**

For payroll purposes, data only from the attendance system shall be considered, hence all are required to check and verify attendance records on a periodic basis and get it corrected in a timely manner from the Manager/Aftermarket HR as appropriate.

### **Attendance Regularization:**

- Attendance for the month to be regularized **by 20<sup>th</sup>** of every month for On Roll Employees and **25<sup>th</sup>** for all Off Roll Employees.
- Leaving work before the scheduled time needs permission from the respective Manager and needs to regularize if it is for official work to avoid the deductions.
- In case of missed check in a correction request must be submitted through the software within 5 working days. No manual requests for attendance correction shall be considered.

### **Location Validation**

- Attendance must be marked from the approved work location/project site.
- Geo-tagging/GPS tracking may be used for verification.

In cases where GPS is unavailable, employees may upload supporting proof such as client confirmation, travel details, or site photographs.

### **Travel and Client Visit Attendance**

Employees traveling between locations during work hours must:

- Mark attendance from the first work location of the day.
- Update movement details in the software
- Record client visits/tasks in the daily activity module.

### **Leave and Holiday Management**

- All leave requests must be submitted through the software, Details of the leave types are mentioned in the Leave Policy.
- Unapproved absence may be treated as Leave Without Pay (LWP).
- Unauthorized absence from work beyond the approved leave period may be treated as voluntary abandonment of employment unless the employee returns within 7 days and provides a satisfactory explanation with supporting documents.
- The Company may terminate employment without notice or salary in lieu thereof in cases of misconduct, including but not limited to indiscipline, disloyalty, inefficiency, or acts involving moral turpitude.

### **Non-Compliance and Misuse**

The following actions may lead to disciplinary action as per company policy;

- Proxy attendance
- Fake GPS/location manipulation
- Marking attendance for another employee
- Repeated failure to mark attendance
- Misrepresentation of work location

### **Policy Governance**

The Policy is governed by the HR Department.

### **Exceptions**

Any exceptions in this policy can only be approved by the **ED – Group HR**.

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