



# SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

## Attendance policy

### Attendance

1. Your time at work is important to complete the responsibilities towards the work assigned as a collaborator in completing the work in timely fashion.
2. Keeping this in mind, every minute of your work time is precious and impacts the quality and effectiveness of Swashodhan Trusts objective/vision of serving the society.
3. All members must maintain the discipline of punctuality and respect theirs and others time.

**Working Hours:** 9 working hours per day with a break time of one hour for lunch usually.

The working hours may vary according to the job requirements as specified in the employment letter.

**Timings:** Swashodhan Trust works from 9:00 AM to 6:00 PM usually. Grace period of 5 to 10 minutes will be considered.

**Work start time:** Should be done with a *photo from the workplace* with the time on the selfie

**Notification Protocol:** Employees should notify their supervisor as soon as they know they will be late, ideally through a call or a message, explaining the reason for the delay.

*For Administrative positions, the working hours are applicable but are not limited to the timings.*

**Weekly holidays:** Sunday is holiday

### Working on Sundays:

Permission for working on Sunday should be taken in advance in writing stating the purpose.

The working hours apply to members at the office, i.e. in the office. For members working in the field, the working hours are 10 working hours.



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## **Noncompliance and coming late & Daily Team Meeting:**

1. For coming later than 9.10 AM for 3 days, half day salary will be deducted.
2. For posting a selfie from works space or daily work updates later than 9.10am for 3 days, half day salary will be deducted.
3. For coming later than 9.30 AM for 3 days, one day salary will be deducted.
4. For not Attending daily meeting for 3 days, one day salary will be deducted.

## **Noncompliance with the standard process:**

1. Noncompliance will be given.
  - a. 3 verbal warnings
  - b. Written warning after 3 verbal warnings
2. If still noncompliant will lead to termination of employment

**Employee Signature**

**Date**

**Administrator Signature**

**Date:**