

## Attendance and Punctuality Policy



Regular attendance and punctuality are crucial to maintaining productivity and team collaboration at Acuti Labs and employees are expected to adhere to their scheduled working hours and inform their supervisors of any deviations.

### Key Details:

- **Attendance Tracking:** Employees must record their attendance through the company's attendance tracking system. This helps monitor working hours and ensures compliance with labor laws.
- **Punctuality:** Employees are expected to arrive at work on time and be ready to start their tasks at the beginning of their scheduled working hours.

- Absences: In case of planned absences (e.g., medical appointments, personal leave), employees should notify their supervisor in advance and seek approval. Unplanned absences (e.g., illness) should be reported as soon as possible, ideally before the start of the working day.

### **Consequences of Non-Compliance:**

- Frequent Absences: Excessive or unapproved absences may lead to disciplinary action, up to and including termination as per policy below.
- Tardiness: Regular tardiness can impact team productivity and may result in disciplinary measures, up to and including termination.

### **Support and Accommodations:**

- Support: Employees facing challenges with attendance or punctuality should discuss their situation with their supervisor or HR to explore potential accommodations or support options.
- Flexibility: In certain situations, flexible working hours or remote work arrangements may be offered to address attendance issues.