



## LATE ARRIVAL POLICY FOR IPRS CONSULTANTS

This policy outlines the guidelines and consequences for employees who arrive late to the office at IPRS CONSULTANTS. Punctuality is essential for maintaining a productive and efficient work environment, and all employees are expected to adhere to the following rules regarding late arrivals:

### **\*\*1. Reporting Time:**

- The official reporting time for employees is [10 am to 06 pm], Monday to Friday. 10 am to 04 pm for Saturdays. One Saturday in a month will be awarded as paid leave and announcement will be made for that every month.

### **\*\*2. Grace Period:**

- A grace period of [10 minutes] will be allowed for occasional and unavoidable delays.

### **\*\*3. Late Arrival Frequency:**

- If an employee arrives late beyond the allowed grace period on three or more occasions within a calendar month, it will be considered a pattern of lateness and each pattern of 3 days will lead to deduction of salary for 01 working day in statutory payday calendar.

### **\*\*4. Record Keeping:**

- The manager director will maintain a record of late arrivals for each employee.

### **\*\*5. Late Arrival Consequences:**

- First Late Arrival: The employee will receive a verbal warning and be reminded of the importance of punctuality.

- Second Late Arrival: The employee will receive a written warning and be counseled about the need for improvement.

- Third Late Arrival: The employee will receive a final written warning, and their manager will conduct a meeting to address the issue seriously

- Fourth Late Arrival: Continued late arrivals may result in disciplinary action, up to and including termination of employment or lead to deduction of one day salary as a reinforcement measure

**\*\*6. Reporting Late Arrivals:**

- Employees are required to inform their immediate supervisor if they anticipate being late due to any unforeseen circumstances.

**\*\*7. Approval for Flexibility:**

- In certain cases, where the job role permits, employees may request flexible work hours due to valid reasons, such as transportation challenges or medical conditions.

- Such requests must be made in writing to the HR department and will be evaluated on a case-by-case basis at [iprsconsultants@gmail.com](mailto:iprsconsultants@gmail.com)

**\*\*8. Exceptional Circumstances:**

- In cases of unforeseen or unavoidable circumstances, such as adverse weather conditions or transportation strikes, the late arrival policy may be temporarily relaxed.

- The employee should notify their supervisor as soon as possible in such situations.

**\*\*9. Habitual Late Arrivals:**

- If an employee consistently arrives late without valid reasons, it will be considered a breach of company policies, and appropriate action will be taken.

**\*\*10. Positive Reinforcement:**

- The company will acknowledge and reward employees who consistently maintain punctuality and adherence to the reporting time.

**\*\*11. Policy Communication:**

- This policy will be communicated to all employees during onboarding and will be made accessible to all employees through the company's internal communication channels.

Adherence to this late arrival policy is crucial to maintaining discipline, productivity, and a healthy work environment. The company encourages employees to plan their schedules responsibly to ensure timely arrival at the workplace. The policy is subject to revision as needed, and any updates will be communicated to all employees accordingly.