

COMPANY LATENESS POLICY

LATENESS

Employees should be at their place of work at the start and end of their normal working day. They should be at their station ready to commence work from at least the start time of their conditioned hours. **The Company considers that lateness is a reflection of one's adverse commitment and attitude towards their job unless there is a reasonable, verified excuse for it.**

The quartering rule shall apply to any worker who is more than three minutes late for the start of their shift:

- More than 3 minutes - employee loses ¼ hour's pay.
- More than 15 minutes - employee loses ½ hour's pay.
- More than 30 minutes - employee loses ¾ hour's pay.
- More than 45 minutes - employee loses 1 hour's pay.

This calculator continues for every ¼ hour lost.

Employees who are more than three minutes late must report to their Manager/Team Leader before the commencement of work.

Employees, who know that they will be unavoidably late, must notify their Manager/Team Leader prior to the start of their working day. Your clock card should then be passed to your Team Leader to authorize the lateness.

If an employee fails to clock in or out and does not inform their Manager/Team Leader, the employee will not receive pay for that day. Payment the following week will only be made if their attendance is confirmed by their Manager/Team Leader.

Persistent periods of lateness that have not been pre authorized will be dealt with under the Company's Disciplinary Policy.

An employee who fails to comply with notification or certification procedures or who otherwise abuses the Company's rules on lateness will be dealt with under the Disciplinary procedure.