

# Attendance and Punctuality Policy

## 1. Purpose

The purpose of this policy is to establish guidelines regarding attendance and punctuality for all employees.

## 2. Scope

This policy applies to all employees of [Company Name].

## 3. Policy

- Employees are expected to report to work as scheduled, on time, and prepared to start work.
- Employees must notify their supervisor as early as possible if they expect to be late or absent.
- Frequent or unexcused absences and tardiness may result in disciplinary action.
- Absences due to illness, emergency, or other compelling reason must be communicated according to company procedures.

## 4. Procedures

- Report absences or tardiness by [preferred method, e.g., phone or email] to [supervisor/HR] before start of shift.
- Provide expected time of arrival or return, if possible.
- For extended absences, supporting documentation may be required.

## 5. Disciplinary Actions

- Violations of this policy may be addressed according to the company's disciplinary procedures.

## 6. Policy Review

This policy will be reviewed periodically and may be updated at the discretion of management.

### Approval

\_\_\_\_\_  
[Authorized Signatory Name/Title]

Date: \_\_\_\_\_