

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: _____