

Staff Punctuality Policy Draft

1. Purpose

This policy outlines the expectations and procedures regarding punctuality for all staff members. Punctuality is essential to the smooth operation of our organization and ensures fairness and reliability within the workplace.

2. Scope

This policy applies to all employees, regardless of role, department, or employment status.

3. Policy

- All staff are required to arrive at their designated work location and begin work at their scheduled start times.
- Repeated lateness, regardless of the reason, may be subject to disciplinary action.
- Staff must promptly inform their supervisor if they anticipate being late or unable to attend work, as early as possible.

4. Procedures

1. Staff who are running late must notify their direct supervisor by phone or company-approved communication method before their scheduled start time.
2. Supervisors shall record instances of lateness and discuss patterns with concerned employees as needed.
3. Unreported or excessive lateness will result in progressive disciplinary action per company guidelines.

5. Disciplinary Action

- First offense: Verbal warning.
- Second offense: Written warning.
- Subsequent offenses: Further disciplinary action, up to and including termination.

6. Exceptions

Reasonable exceptions may be made for emergencies or unforeseeable circumstances. Supporting documentation may be required.

7. Review

This policy will be reviewed annually and updated as needed to ensure its effectiveness.