

Timely attendance at work of all employees is crucial in making the business run smoothly. Meeting production requirements in a timely manner will naturally satisfy customer demands. All employees of the company therefore, are needed to give their 100% to achieve this goal, and the most important is maintenance of a quality attendance record. Absence or tardiness creates a vacuum and slow down of company productivity.

In keeping par with the present global competitive working environment, ITIHADI INFRA.... has listed below a set of ground rules for all employees to be adhered with.

Punctuality requirements

Employees are expected to be at their work stations on time. Tardiness is defined as being at the work station at least five (05) minutes past scheduled starting time. In case of lateness or delay, the employee should always inform the superior authority assigned regarding the delay and reason for delay. Being on time assists in work running smoothly because delay at work place hinders teamwork among core workers. In addition, it also hinders planning, issues to be discussed or counter measures to be taken during crisis situations.

Counting absences

Here are the rules for how absences will be counted:

- Late arrivals at work station/s by half an hour (30 minutes) will be categorized as short leave. An employee may obtain a maximum of two (02) short leaves per month. A short leave will be provided for a maximum of one and a half hours (90 minutes). Valid reasons should be provided for obtaining of the specific short leave.
- Late arrivals by one hour (60 minutes) will be categorized as half day leave. This leave will be automatically deducted from the employee's casual leave.
- Every employee is provided with a maximum of five (05) days sick leave and two (02) days of casual leave per annum. In case an employee should be absent for one or more days from his work station, a duly completed leave application form should be submitted to his Supervisor / Superior / Head of Department etc. The leave application should be submitted at least three (03) days prior to obtaining leave. The employee should also confirm from his Supervisor / Superior / Head of Department if the leave application form had been approved prior to enjoying the facility.
- In case of sickness, inform the concerned Supervisor / Superior / Head of Department regarding the illness at the very earliest. In case the employee does not possess any transport facility, the company will take measures to provide such transport to a hospital / dispensary assigned to the company. The employee should obtain a medical certificate from the doctor / surgeon channeled for obtaining treatment. This medical certificate should be forwarded to the competent authority in the Administrative Department on arrival at the work station for sanctioning medical leave. In case an employee is not able to produce such a documentation, the leave obtained will be categorized as Leave Without Pay.

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Repeated absenteeism will be categorized as **not fit for the job** assigned where the company in unison will decide if the employee should be retained in the same category or be demoted from the present position. This is solely up to the company's Top Management decision and the same will be recorded in the employee history and will be considered at the time of promotion or increment.

Procedure

In the event an employee is unable to report for work, be sure to call in and let the immediate Supervisor / Superior / Head of Department know in advance where possible, but no later than your regular starting time, so that arrangements for other help can be made.

Employees may be granted excused absences for sickness/illness when the appropriate person is notified prior to the start of work. Pre-scheduled medical/professional appointments or other compelling reasons, with prior supervisory approval, may also be considered as excused absences. Absence of three or more consecutive scheduled working days without notifying the appropriate person will be considered as a voluntary termination, and your voluntary termination will be treated as two (02) days Leave Without Pay for every day of absence.

Authorized absence documentation

ITIHAD I NFRA... may require documentation of authorized reasons for absence, such as casual leave, sick leave, annual leave or emergency leave. Listed below is the documentation necessary for various leave/s.

1. Casual leave - Leave Application Form (duly attested & approved)
2. Sick Leave - Leave Application Form (duly attested & approved), medical certificate from a doctor / surgeon of a hospital / dispensary designated by the company.
3. Annual Leave - Leave Application Form (duly attested & approved)
4. Emergency Leave - Leave Application Form (duly attested & approved), Copy of Death Certificate of deceased / any valid document of cause

Inclement weather

The company expects all employees to report to their work stations during inclement weather conditions. In case an employee is unable to arrive in the work station on time during such weather conditions, the Supervisor / Superior / Head of Department should be informed immediately so as to take appropriate measures to provide transport to the work station or replace duties with a core worker. Such absence will not be categorized as leave for weather conditions prevalent is a natural phenomenon. Yet, if the weather conditions cease and provide a possible mobility atmosphere, the employee is needed to report to the work station at his earliest. The company will always recognize and award such acts of honesty and dedication.

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	<u>ABSENCE POLICY</u>	CORPORATE POLICIES 002
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Your attendance in your work station means a great deal. Your absence means loss of energy, monetary value and time. Give your full, take with you a bag of career satisfaction.

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