



Attendance Policy

Punctuality and regular attendance are important conditions of employment. To ensure that the Company and our clients are serviced in a productive and professional manner, all employees have to report promptly for work and be at their assigned workstations/computers with the tools required to perform the job responsibilities according to their established work schedules.

All employees are required to log in and log out their time using the company's timekeeping system to mark their attendance. Failure to do so will merit a corrective action.

If you are going to be absent or tardy, you must inform your immediate supervisor at least one (1) hour before your schedule. Failure to do so could lead to disciplinary actions including termination. If you fail to inform your immediate supervisor, such absence may be considered as unauthorized or an instance of No Call No Show.

Should you remain absent from work, without any reasonable explanation, for more than three (3) consecutive days, you shall be tagged as on **Absence Without Leave (AWOL)** from the first day of absence where necessary repercussions shall be met.

Employees with perfect attendance shall receive PhP1,000.00 attendance bonus per month.

Attendance violations and corresponding penalties:

Offense	Type of Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Failure to log-in and log-out in Biometrics and other required attendance monitoring tool.	Level 1	Documented Coaching / Verbal Warning	Documented Written Warning	Final Written Warning	Suspension	Dismissal
Tardiness	Level 1	Documented Coaching / Verbal Warning	Documented Written Warning	Final Written Warning	Suspension	Dismissal
Unscheduled Absence	Level 1	Documented Coaching / Verbal Warning	Documented Written Warning	Final Written Warning	Suspension	Dismissal
No Call No Show	Level 1	Documented Coaching / Verbal Warning	Final Written Warning	Suspension	Dismissal	
Failure to report back on time from scheduled breaks	Level 2	Written Warning	Final Written Warning	Dismissal		

RECEIPT OF THE ATTENDANCE POLICY

This is to acknowledge that I have read the Company's Attendance Policy and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the Company. I understand and agree that it is my responsibility to read the Attendance Policy and abide by the rules, policies, and standards set forth. I also acknowledge that the Company reserves the right to revise, delete, and modify to the provisions of this Attendance Policy.

NAME Therese Marie Abad
 DATE Sep. 23, 2016
 EMPLOYEE SIGNATURE *Therese*