

To: All Employees

Date: September 25 2024

Subject: Attendance Policy Update - In/Out Recording for Payroll Purposes

To ensure accurate monitoring of attendance and compliance with company policy, the following guidelines must be strictly observed by all employees across all offices and branches:

## 1. Attendance Recording Locations:

- Main Office Employees
  - Attendance IN and OUT must be recorded at the designated attendance area in front of the main door of the office.
- Branch Employees
  - Attendance IN and OUT must be recorded in front of the warehouse at your respective branch.
- Fieldwork Employees (Sales, Technicians, etc.)
  - o Attendance must be recorded at the store or customer's location being visited.
  - Recording attendance in a car, bus, or any form of transportation is strictly prohibited.

## 2. Event Attendance

For company or work-related events, attendance must be recorded at the event location.

## 3. Consequences of Non-Compliance:

- Failure to record your attendance according to the designated locations mentioned above will result in no payment of salary for the corresponding day(s).
- · Disciplinary action will be imposed

This policy is effective immediately. Please ensure full compliance to avoid issues with payroll processing.

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