

HR Policies

Additional Policies (Undertime, Parking, Data Information, Office Security and Health Related Issues) (Feb 17, 2022)

ADDITIONAL POLICIES (UNDERTIME, PARKING, DATA INFORMATION, OFFICE SECURITY AND HEALTH RELATED ISSUES) (FEB 17, 2022)

TO/FOR : ALL CONCERNED

FROM : The Management

SUBJECT: Additional Policies (Undertime, Parking, Data Information, Office Security and Health Related Issues)

DATE : 17 February 2020

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties.

Upon the start of employment, an employee shall be enrolled in the biometrics system for timekeeping with the assistance of the Human Resources Associate.

There is no **UNDERTIME** allowed in the morning (nor use of VL/SL to cover the late / undertime). Undertime is allowed in the afternoon for a maximum of 3 hours to a minimum of 1 hour and must be filed thru our payroll system.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result to disciplinary action including termination of employment.

PERSONNEL DATA CHANGES:

It is the responsibility of each employee to promptly notify their Supervisors AND Human Resources Department of any changes in personnel data such as:

- Mailing Address
- Contact Number
- Name and number of dependents
- Person to contact in case of emergency

COMPANY OFFICE SECURITY

- All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked and all appliances and lights are turned off.
- No unauthorized person (including former employees) are allowed to enter the company premises anytime. If needed, they must seek approval to the

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management.

PARKING

- Parking space is limited on the building premises. Employees bringing their personal cars / motorcycles must park on a first come, first served basis in areas indicated and provided by the Company. No employee should leave his/her vehicle in the building premises during non-office hours.

HEALTH RELATED ISSUES

- Employee who become aware of any health-related issue especially the serious contagious diseases and pregnancy, should notify their head and Human Resources Department of health status. This policy has been instituted strictly to protect the employee.
- A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

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