



Where Innovation Meets Solutions

Company Name: Andnetics

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Prepared by: Tanupriya Sharma

Approved by: Ramesh Sharma

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PERSONNEL ATTENDANCE POLICY

Purpose

To establish guidelines ensuring accountability and productivity for all freelance team members, while recognizing the flexibility needed for freelance work.

Policy

1. Work Hours and Availability

- Freelancers should adhere to their assigned work hours as per project requirements. Typical work hours will be outlined in individual contracts and may vary depending on project needs.
- All freelancers are expected to communicate their availability at least 24 hours in advance if there are any deviations from their scheduled hours.

2. Time Tracking and Reporting

- Freelancers must log their working hours through the designated online time-tracking system to maintain transparency.
- A weekly timesheet summarizing hours worked and tasks completed should be submitted every Friday by 6:00 PM. Failure to submit timesheets may result in delayed payments.

3. Attendance and Punctuality

- Freelancers are expected to start work at their designated start time, as per project requirements.

- For any delays or inability to meet deadlines, freelancers should notify the project manager as soon as possible.

4. Unavailability and Leave

- Freelancers should inform the project manager of any leave at least 3 days in advance, when possible, to allow for necessary adjustments.
- In case of an emergency or unplanned absence, notify the project manager at the earliest opportunity.

5. Project Deadlines and Deliverables

- Meeting deadlines is a top priority. Freelancers are expected to manage their schedules to ensure timely delivery of all project deliverables.
- Missing deadlines without prior notification may result in review of the contract terms.

6. Client and Project Communication

- Freelancers should be available for regular check-ins as required by the project.
- Any questions or updates regarding project tasks should be communicated promptly to the project manager.

7. Non-compliance and Actions

- Repeated late reporting, failure to meet deadlines, or missed timesheet submissions will be addressed with a warning.
- Persistent non-compliance may result in contract termination or adjustments to terms.