



Document Statistics

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Organization	Panacea Bioedge Pvt. Ltd
Document Name	Attendance Policy
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Document Revision History

Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	00	-	New Document	--	QM	Lead-ESG	DO

1. Purpose

This Attendance Policy outlines the expectations for employee working hours, attendance marking procedures, and classification of attendance status at Panacea Bioedge Pvt. Ltd. The policy ensures consistency, transparency, and fairness in attendance tracking and payroll processing.

2. Office Hours

- The official working hours are from **10:00 AM to 6:00 PM**, Monday to Friday.
- Employees are expected to be present and available during this period unless otherwise approved.

3. Attendance Marking

- All employees must **mark their attendance daily** through the company's **HRMS portal**.
- Attendance must be recorded at the time of **log-in (start of work)** and **log-out (end of work)**.
- It is the employee's responsibility to ensure accurate and timely marking of attendance.

4. Daily Attendance Classification

Working Hours Logged	Attendance Status
8 hours or more	Full Day
4 hours to less than 8 hours	Half Day
Less than 4 hours	Absent

- Breaks (lunch, tea, etc.) are considered part of working hours within reasonable limits.

- Late logins or early log-outs may affect total logged hours and may be considered while calculating half days or absences.

5. Leaves and Exceptions

- Planned absences must be applied for and approved in advance through the HRMS portal.
- Unplanned absences must be communicated to the reporting manager as early as possible.
- Repeated short attendance or failure to mark attendance may result in disciplinary action.

6. Compliance

- HR will conduct periodic audits of attendance records.
- Any discrepancies must be reported to HR within 2 working days for correction.

7. Enforcement

Any non-conformance to this policy shall be addressed as per the organization's employee disciplinary process.

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4. Unlawful Discrimination and Harassment

Unlawful discrimination includes any unfair or unequal treatment based on a protected characteristic. Harassment includes unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive work environment.

Examples include but are not limited to:

- Derogatory remarks or jokes
- Unwanted physical contact
- Display of offensive materials
- Verbal abuse or threats
- Biased decision-making

5. Reporting and Complaints Procedure

If any employee or individual believes they have experienced or witnessed discrimination or harassment, they are encouraged to report the matter as soon as possible. Reports can be made to:

- The immediate supervisor
- The Human Resources Department
- Designated Ethics/Compliance Officer.

6. Training and Awareness

Regular training and communication will be provided to all employees to reinforce awareness of this policy and foster a culture of respect and inclusivity.

7. Enforcement

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