



**RHYSLY**

COMPANY  
POLICIES

# Attendance and Shift Compliance Policy



## ❖ **PURPOSE:**

TO ENSURE PUNCTUALITY, MAINTAIN DISCIPLINE, AND STANDARDIZE ATTENDANCE TRACKING ACROSS THE ORGANIZATION BY ADDRESSING ISSUES RELATED TO MISSED PUNCHES, LATE LOGINS, AND INCOMPLETE SHIFTS.

## ❖ **POLICY STATEMENT:**

ALL EMPLOYEES ARE REQUIRED TO ADHERE STRICTLY TO THEIR ASSIGNED SHIFT TIMINGS AND COMPLETE THE FULL DURATION OF THEIR SHIFT TO AVOID ANY ATTENDANCE-RELATED DISCREPANCIES.

## ❖ **POLICY GUIDELINES:**

### **1. SHIFT DURATION REQUIREMENT:**

- EMPLOYEES MUST COMPLETE THE FULL 9-HOUR SHIFT, INCLUDING ANY DESIGNATED BREAK TIME WHICH IS 60 MINUTES.
- EMPLOYEES MUST COMPLETE THE FULL 9-HOUR SHIFT, INCLUDING A DESIGNATED 60-MINUTE BREAK. THE OFFICIAL LOGIN TIME IS 9:00 AM, WITH A BUFFER PERIOD OF 30 MINUTES (UNTIL 9:30 AM). LOGGING IN EVEN ONE MINUTE AFTER THE BUFFER PERIOD (I.E., AFTER 9:30 AM) OR LOGGING OUT EVEN ONE MINUTE EARLY (E.G., AT 5:59 PM) WILL RESULT IN A PARTIAL ATTENDANCE (PA) STATUS FOR THE DAY.
- EMPLOYEES ARE ALLOWED UP TO TWO REGULARIZATIONS AND TWO SHORT LEAVES PER MONTH, WHICH CAN BE USED TO CORRECT OR EXCUSE ATTENDANCE DISCREPANCIES. HOWEVER, REGULARIZATION AND SHORT LEAVE CAN ONLY BE APPLIED TWICE EACH PER MONTH.
- ATTENDANCE DATA WILL BE Fetched ONLY FROM THE ERP SYSTEM FOR THE PERIOD FROM THE 21ST OF THE PREVIOUS MONTH TO THE 20TH OF THE CURRENT MONTH.

## 2. COMMON ATTENDANCE ISSUES:

- MISSED PUNCHES
- LATE LOGINS
- LATE LOGINS
- SHORT SHIFTS
- THESE ISSUES WILL BE MONITORED CLOSELY AND MAY NOT LEAD TO CORRECTIVE ACTION.

## 3. COMPLIANCE RESPONSIBILITY:

- IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO ENSURE ACCURATE PUNCH-IN/OUT RECORDS AND FULL COMPLETION OF THEIR SHIFT.
- MANAGERS AND HR WILL REVIEW ATTENDANCE LOGS REGULARLY TO ENSURE COMPLIANCE.

## 4. CONSEQUENCES OF NON-COMPLIANCE:

- REPEATED VIOLATIONS MAY RESULT IN LOSS OF ATTENDANCE CREDIT, SALARY DEDUCTIONS, OR DISCIPLINARY ACTION AS PER COMPANY POLICY.

## 5. SUPPORT & QUERIES:

- EMPLOYEES FACING GENUINE ISSUES OR HAVING CONCERNs RELATED TO SHIFT TIMINGS OR ATTENDANCE RECORDS ARE ENCOURAGED TO CONTACT THE HR HELPDESK (ERP) PROMPTLY.

# FROM HERE YOU FIND HR HELPDESK ON ERP

The screenshot shows a web browser interface for the RHYSLEY HR ERP portal. The URL in the address bar is [portal.rhysleyhr.com/#/profile/employee-ticket](https://portal.rhysleyhr.com/#/profile/employee-ticket). The page title is "Profile / User Ticket".

The left sidebar menu includes the following items:

- RHYSLEY PRIVATE LIMITED
- Attendance
- Profile** (selected)
- Info
- Social Wall
- Employees
- File Sharing
- E Signature
- My Assets
- Salary
- Tax
- HR Help Desk** (selected)
- Expense Management

The main content area displays a table for "User Tickets". The columns are: ID, Subject, Document, Date, Status, and Action. The table is currently empty. At the bottom of the table, there are buttons for "Items per page: 50", "0 of 0", and navigation arrows (< and >).

At the top right of the main content area, there is a notification bell icon with a red badge showing "12" and a user profile icon.

At the bottom right of the page, the text "Design & Developed by RHYSLEY" is visible.

❖ **IMPORTANT:**

➤ **ATTENDANCE REVIEW AND RECTIFICATION POLICY FOR SENIOR'S**

ATTENDANCE ISSUE SHOULD BE REPORTED WITHIN **24 HOURS ON HR HELPDESK**, HR WILL BE RESPONSIBLE TO CLOSE THE TICKET WITHIN **48 HOURS**.

**NO REQUEST FOR RECTIFICATION WILL BE ENTERTAINED AFTER 24TH OF EVERY MONTH.**

❖ **CONCLUSION:**

ADHERENCE TO SHIFT TIMINGS IS ESSENTIAL FOR FAIR OPERATIONS AND SMOOTH WORKFORCE MANAGEMENT. YOUR COOPERATION IS CRUCIAL AND VALUED.

# Leave Application & Attendance Management Policy



## ❖ **EFFECTIVE DATE: 5TH MAY 2025**

TO ENSURE TRANSPARENCY, CONSISTENCY, AND TIMELY PROCESSING OF EMPLOYEE ATTENDANCE AND LEAVE MANAGEMENT, THE FOLLOWING POLICIES ARE EFFECTIVE FROM 5TH MAY 2025

### **1. BACKDATED LEAVE APPLICATIONS**

- ❑ EMPLOYEES ARE NOT PERMITTED TO APPLY FOR LEAVE WITH BACKDATED ENTRIES.
- ❑ ALL LEAVE REQUESTS MUST BE SUBMITTED IN ADVANCE AND ARE SUBJECT TO APPROVAL.

### **2. HOD'S RESPONSIBILITY FOR LEAVE APPROVAL**

- ❑ HEADS OF DEPARTMENT (HODS) MUST APPROVE OR REJECT LEAVE APPLICATIONS WITHIN 24 HOURS OF SUBMISSION.
- ❑ IF A LEAVE REQUEST IS NOT APPROVED WITHIN 24 HOURS, IT WILL AUTOMATICALLY LAPSE AND CAN NO LONGER BE APPROVED OR REGULARIZED.

### **3. ADDITIONAL LEAVE GUIDELINES:**

- EMPLOYEES CAN TAKE AT LEAST TWO LEAVES PER MONTH. THEY MUST SUBMIT A LEAVE PLAN BY JANUARY 31ST FOR APPROVAL.
- A MAXIMUM OF 24 EL CAN BE CARRIED FORWARD, AND ANY EXCESS WILL BE ENCASHED EVERY FEBRUARY AS PER POLICY.

### **4. LEAVE APPLICATION PROCESS:**

- EMPLOYEES MUST APPLY FOR LEAVE THROUGH ERP AT LEAST 7 DAYS IN ADVANCE (EXCEPT FOR EMERGENCIES).
- THE REPORTING MANAGER MUST APPROVE OR REJECT THE REQUEST WITHIN 24 HOURS OF APPLICATION.
- SICK LEAVE EXCEEDING A DAY REQUIRES A MEDICAL CERTIFICATE.
- EMERGENCY LEAVE MUST BE NOTIFIED IMMEDIATELY VIA ERP/MAIL OR CALL IS MANDATORY (WHATSAPP COMMUNICATION IS NOT ACCEPTED).
- IF AN EMPLOYEE TAKES LEAVE ON FRIDAY & MONDAY, OR SATURDAY & MONDAY THEN SATURDAY AND SUNDAY (WEEKEND) WILL ALSO BE COUNTED AS LEAVE. (IT WILL BE CONSIDERED AS SANDWICH LEAVE)

# Leave types and Entitlement

Leaves Types	Entitlement	Carry Forward	Encashment	Approval Required
Casual Leave (CL)	7 days/year	No	No	Yes
Sick Leave(SL)	7 days/year	No	No	Yes
Earned Leave (EL)	18 days/year	Yes (max 24 EL)	Yes (as per policies)	Yes
Leave without Pay (LWP)	As per policies	No	No	Yes (Final approval by HR & Management)
Short Leaves (SHL)	24 per year(2 hours late login or early logout)	No	No	Yes (HOD approval)

## 6. APPROVAL WORKFLOW IN ERP:

- EMPLOYEE SUBMITS THE LEAVE REQUEST VIA ERP.
- REPORTING MANAGER RECEIVES A NOTIFICATION AND REVIEWS THE APPLICATION.
- APPROVAL OR REJECTION IS MANAGED BY HOD IN THE ERP
- HR VERIFIES AND MAINTAINS LEAVE RECORDS

## 7. LEAVE WITHOUT PAY (LWP) & DISCIPLINARY ACTION:

- UNAUTHORIZED LEAVE OR FAILURE TO APPLY THROUGH ERP WILL RESULT IN LEAVE WITHOUT PAY (LWP).
- EXCESSIVE ABSENTEEISM MAY LEAD TO DISCIPLINARY ACTION, INCLUDING DEDUCTION IN KPI OR SALARY.

## 8. SPECIAL CONSIDERATIONS:

- LEAVE REQUESTS DURING PEAK OPERATIONAL PERIODS (FESTIVALS, KEY BUSINESS EVENTS) REQUIRE PRIOR APPROVAL.
- EMPLOYEES ON PROBATION WILL HAVE LIMITED LEAVE BENEFITS, SUBJECT TO HR GUIDELINES.
- HODS MUST INFORM HR ABOUT THEIR TEAM'S LEAVE APPROVALS AND STATUS.
- EMPLOYEES CANNOT APPLY FOR LEAVE RETROSPECTIVELY.

# Internet Outage Policy



## ❖ REPORTING THE ISSUE

- ❑ EMPLOYEES MUST REPORT INTERNET OUTAGES TO THE [ITSUPPORT@RHYSLEY.COM](mailto:ITSUPPORT@RHYSLEY.COM) TEAM VIA EMAIL.
- ❑ THE EMAIL MUST INCLUDE THE HOD AND HR IN CC FOR TRANSPARENCY.

## ❖ RESOLUTION AND UPDATES

- ❑ THE IT TEAM WILL TAKE IMMEDIATE ACTION TO RESOLVE THE ISSUE.
- ❑ IF THE ISSUE REQUIRES ADDITIONAL TIME, THE IT TEAM MUST UPDATE THE EMPLOYEE ON THE STATUS AND EXPECTED RESOLUTION TIMELINE IN THE SAME EMAIL THREAD

**THIS POLICY PROMOTES ACCOUNTABILITY AND TIMELY COMMUNICATION DURING INTERNET DISRUPTIONS.**

# Password Sharing Policy



## 1. DO NOT USE EMAIL FOR SHARING CREDENTIALS:

- NEVER SEND LOGIN CREDENTIALS VIA EMAIL.

## 2. USE SECURE COMMUNICATION TOOLS:

- JITSI MEETINGS:** USE JITSI TO SECURELY COMMUNICATE WITH COLLEAGUES. DURING A VIDEO CALL, YOU CAN SHARE CREDENTIALS VERBALLY OR VIA SECURE MESSAGING.
- REMOTE DESKTOP APPLICATIONS:** UTILIZE REMOTE DESKTOP TOOLS LIKE TEAMVIEWER OR ANY DESK FOR SECURE, REAL-TIME ACCESS AND CREDENTIAL SHARING. ENSURE THE SESSION IS CONDUCTED OVER A SECURE CONNECTION.

### **3. VERIFY RECIPIENT IDENTITY:**

- CONFIRM THE IDENTITY OF THE RECIPIENT BEFORE SHARING ANY CREDENTIALS. ENSURE THAT THEY ARE AUTHORIZED TO RECEIVE THIS INFORMATION.

### **4. ADOPT BEST PRACTICES FOR CREDENTIAL SECURITY:**

- USE STRONG, UNIQUE PASSWORDS FOR EACH ACCOUNT.
- CHANGE PASSWORDS REGULARLY AND IMMEDIATELY IF YOU SUSPECT ANY UNAUTHORIZED ACCESS.
- ENABLE MULTI-FACTOR AUTHENTICATION (MFA) WHEREVER POSSIBLE.

### **5. REPORT ANY SUSPICIOUS ACTIVITY:**

- IMMEDIATELY REPORT ANY SUSPICIOUS ACTIVITY OR CONCERNS RELATED TO CREDENTIAL SECURITY TO THE IT DEPARTMENT.

# Meeting Minutes (MOM) Policy



❖ **PURPOSE:**

TO ENSURE ACCOUNTABILITY AND ACCURATE DOCUMENTATION OF ALL MEETINGS CONDUCTED WITHIN THE ORGANIZATION.

❖ **POLICY STATEMENT:**

MINUTES OF MEETING (MOM) MUST BE RECORDED AND SHARED FOR EVERY MEETING WITHIN 30MIN REGARDLESS OF THE PARTICIPANTS' DESIGNATION.

❖ **SCOPE:**

THIS POLICY APPLIES TO ALL TEAM MEMBERS INVOLVED IN INTERNAL MEETINGS, WHETHER WITH PEERS, SENIORS, OR SUBORDINATES.



## ➤ POLICY GUIDELINES:

### 1. RESPONSIBILITY FOR SENDING MOM:

- THE JUNIOR MEMBER IN THE MEETING IS RESPONSIBLE FOR DRAFTING AND SENDING THE MOM.
- IF A JUNIOR TEAM MEMBER MEETS WITH A SENIOR (E.G., HOD), THE JUNIOR MUST SEND THE MOM.
- IF A HOD MEETS WITH A TEAM MEMBER, THE HOD WILL INSTRUCT THE JUNIOR ATTENDEE TO SEND THE MOM.

## 2. FORMAT FOR MOM:

- MEETING DURATION: XX MINUTES
- MEETING ATTENDEES: [LIST ALL ATTENDEES]
- MOM POINTS:
  - [DISCUSSION POINT 1]
  - [DISCUSSION POINT 2]

## 3. EMAIL INSTRUCTIONS:

- THE MOM MUST BE SENT VIA EMAIL.
- THE MEETING HOST MUST BE THE PRIMARY RECIPIENT.
- CC: [MOM@RMAIL.TEAM](mailto:MOM@RMAIL.TEAM) ON EVERY MOM EMAIL.

## ➤ EXAMPLE SCENARIOS:

- IF MUKESH MEETS WITH THE HOD, MUKESH SENDS THE MOM.
- IF THE HOD MEETS WITH A JUNIOR TEAM MEMBER, THE JUNIOR SENDS THE MOM.

## ✓ COMPLIANCE:

FAILURE TO FOLLOW THIS POLICY MAY LEAD TO MISSED ACCOUNTABILITY AND WILL BE REVIEWED BY MANAGEMENT FOR NECESSARY ACTION

# Monthly KPI Approval Policy



## ❖ **PURPOSE:**

TO ENSURE THE TIMELY REVIEW, APPROVAL, AND TRACKING OF KEY PERFORMANCE INDICATORS (KPIS) ACROSS ALL DEPARTMENTS, PROMOTING ACCOUNTABILITY AND PERFORMANCE EVALUATION.

## ❖ **POLICY STATEMENT:**

ALL EMPLOYEES MUST ENSURE THAT THEIR MONTHLY KPIS ARE REVIEWED AND APPROVED BY THEIR RESPECTIVE HEADS OF DEPARTMENTS (HODS) BY THE END OF EACH MONTH.

## ❖ **POLICY DETAILS:**

### **1. APPROVAL DEADLINE:**

- THE DEADLINE FOR KPI APPROVAL IS THE **30TH OF THE CURRENT MONTH**.

### **2. ACTION REQUIRED:**

- EMPLOYEES ARE EXPECTED TO PROACTIVELY FOLLOW UP WITH THEIR RESPECTIVE HODS TO ENSURE THEIR KPIS ARE REVIEWED AND APPROVED BEFORE THE DEADLINE.

### **3. APPLICABILITY:**

- THIS POLICY IS APPLICABLE TO ALL DEPARTMENTS AND ALL EMPLOYEES.

### **4. NON-COMPLIANCE:**

- IF KPIS ARE NOT APPROVED BY THE DEADLINE, THE KPIS FOR THAT PARTICULAR MONTH WILL BE CONSIDERED INVALID AND DISCARDED.

## ❖ **RESPONSIBILITY:**

- ❑ IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO INITIATE AND COMPLETE THE KPI APPROVAL PROCESS ON TIME.
- ❑ HODS ARE RESPONSIBLE FOR TIMELY REVIEW AND FEEDBACK ON SUBMITTED KPIs.

## ❖ **ENFORCEMENT:**

- ❑ REPEATED FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN PERFORMANCE CONCERNs AND DISCIPLINARY ACTIONS, IN ACCORDANCE WITH COMPANY PROCEDURES.



# Security Check Policy – Manufacturing Unit

➤ TO ENHANCE WORKPLACE SAFETY AND ENSURE COMPLIANCE WITH UPDATED PROTOCOLS, THE FOLLOWING SECURITY CHECK POLICY IS IN EFFECT.

## 1. MANDATORY SECURITY CHECK AT ENTRY

- ALL ITEMS ENTERING THE OFFICE PREMISES ARE SUBJECT TO MANDATORY INSPECTION AT THE ENTRANCE.
- THIS INCLUDES BUT IS NOT LIMITED TO:
  - BIKES AND SCOOTERS (INCLUDING UNDER-SEAT COMPARTMENTS)
  - LUNCH BAGS
  - HANDBAGS
  - PERSONAL BELONGINGS
- ENTRY AND BIOMETRIC PUNCH-IN WILL ONLY BE ALLOWED AFTER THE SECURITY CHECK IS COMPLETED.

## 2. FEMALE EMPLOYEE SECURITY PROTOCOL (POST 6:00 PM)

- ❑ FEMALE EMPLOYEES WHO ARE UNCOMFORTABLE WITH MALE SECURITY PERSONNEL INSPECTING THEIR BAGS ARE REQUESTED NOT TO STAY IN THE OFFICE AFTER 6:00 PM.
- ❑ EMPLOYEES WITH WORK SHIFTS ENDING AT 7:00 PM WHO HAVE CONCERNS MAY INFORM THE HR IN ADVANCE.
- ❑ IN SUCH CASES, BAG CHECKS WILL BE CONDUCTED IN THE HR (FEMALE) PRESENCE TO ENSURE COMFORT AND COMPLIANCE.

### ❖ POINT OF CONTACT

- ❑ EMPLOYEES WITH ANY QUESTIONS, CONCERNS, OR SPECIAL REQUESTS REGARDING THE SECURITY CHECK PROCESS ARE ENCOURAGED TO REACH OUT DIRECTLY TO THE HR DEPARTMENT.

THIS POLICY IS IMPLEMENTED TO MAINTAIN A SAFE AND RESPECTFUL WORKPLACE ENVIRONMENT WHILE UPHOLDING NECESSARY SECURITY STANDARDS.

# Weekly MIS (Management Information System) Reporting Policy



## ❖ **PURPOSE:**

TO ENSURE CONSISTENT MONITORING, TRANSPARENCY, AND PERFORMANCE TRACKING ACROSS ALL DEPARTMENTS THROUGH TIMELY AND ACCURATE MIS SUBMISSIONS.

## **1. SUBMISSION TIMELINE**

ALL DEPARTMENTS HOD MUST SUBMIT THEIR WEEKLY MIS REPORTS EVERY WEDNESDAY FOR THE PREVIOUS WEEK'S PERFORMANCE.

## **2. REPORTING FORMAT**

MIS REPORTS MUST BE SUBMITTED IN THE EXCEL FORMAT.

REPORTS MUST INCLUDE KEY METRICS, ACHIEVEMENTS, REMUNERATIONS OF TEAM AND PLANNED ACTIONS FOR THE UPCOMING WEEK.

### 3. ACCURACY & ACCOUNTABILITY

- ❑ THE DATA SUBMITTED MUST BE ACCURATE AND VERIFIABLE.
- ❑ IT IS THE RESPONSIBILITY OF EACH DEPARTMENT HEAD TO ENSURE THEIR TEAM'S REPORT IS SUBMITTED ACCURATELY AND ON TIME.

## 4. REVIEW & FEEDBACK

- THE TOP MANAGEMENT AND MANAGEMENT TEAM WILL REVIEW ALL MIS SUBMISSIONS DURING THE WEEKLY REVIEW MEETING.
- CONSTRUCTIVE FEEDBACK, DECISIONS, OR ESCALATIONS BASED ON MIS INPUTS WILL BE COMMUNICATED POST-REVIEW.
- HODS MUST CONDUCT A MEETING AT 5:30 PM TO PRESENT THE PREVIOUS WEEK'S REPORT, INCLUDING ALL NECESSARY JUSTIFICATIONS.
- AFTER THE MEETING, THE MIS REPORT MUST BE SUBMITTED ALONG WITH THE DAILY REPORT.
- IT IS MANDATORY FOR ALL EMPLOYEES TO SUBMIT THEIR DAILY REPORTS TO THEIR RESPECTIVE HODS. THE HODS WILL COMPILE THESE REPORTS AND INCLUDE THEM IN THE DEPARTMENT'S WEEKLY MIS REPORT.

# Mandatory Camera Usage During Virtual Meeting and Interview



❖ **PURPOSE:**

TO REINFORCE THE ORGANIZATION'S EXPECTATIONS REGARDING PROFESSIONAL CONDUCT DURING VIRTUAL MEETINGS AND INTERVIEWS.

❖ **POLICY STATEMENT:**

IT HAS COME TO THE ORGANIZATION'S ATTENTION THAT SOME TEAM MEMBERS ARE NOT ADHERING TO THE MEETING POLICY WHICH REQUIRES INDIVIDUALS TO BE VISIBLY PRESENT ON CAMERA DURING VIRTUAL INTERACTIONS.

ALL EMPLOYEES ARE REMINDED THAT BEING ON CAMERA IS MANDATORY DURING ALL VIRTUAL MEETINGS AND INTERVIEWS. THIS REQUIREMENT ENSURES ACTIVE PARTICIPATION, ACCOUNTABILITY, AND MAINTAINS PROFESSIONALISM IN REMOTE COMMUNICATIONS.



## ❖ **NON-COMPLIANCE:**

FAILURE TO COMPLY WITH THIS POLICY MAY LEAD TO FURTHER REVIEW AND APPROPRIATE ACTION IN LINE WITH COMPANY GUIDELINES.

## ❖ **EXCEPTIONS:**

IF ANY EMPLOYEE IS UNABLE TO COMPLY DUE TO VALID REASONS (E.G., TECHNICAL DIFFICULTIES, PERSONAL CIRCUMSTANCES), PRIOR APPROVAL MUST BE OBTAINED FROM THE REPORTING MANAGER OR HR.

## ❖ **CONTACT:**

FOR ANY QUESTIONS OR CLARIFICATION REGARDING THIS POLICY, PLEASE CONTACT YOUR MANAGER OR THE HR DEPARTMENT.



**RHYNSLEY**

Thank you

**Rhysley**

Personal Protective Equipment

HR Team