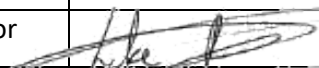





## ATTENDANCE AND TIMEKEEPING

**DOCUMENT TITLE:** Attendance And Timekeeping

**REVISION:** 1.01

### DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
<b>Prepared By</b>	Luke Deasy	Managing Director		10/02/2023	1.01
<b>Reviewed By</b>	Luke Deasy	Managing Director		12/06/2023	1.01
<b>Reviewed By</b>	Luke Deasy	Managing Director		12/06/2024	1.01
<b>Reviewed By</b>	Peter Lane	EHS Officer		12/06/2025	1.01

### ATTENDANCE AND TIMEKEEPING POLICY:

The Company considers regular and punctual attendance an essential consideration for employment. The Company realizes that some delays and absences are unavoidable, however persistent lateness and/or absenteeism may result in disciplinary action up to and including termination of employment. Cases of unauthorised absence will be dealt with under our Disciplinary Procedure.

You must notify your Manager if you are going to be absent from work or late to work as soon as practically possible, and not later than your regularly scheduled start time.

The Company expects you to work all scheduled work time. Generally, matters of a personal nature should be scheduled on your own time. That said, the Company recognises that there are going to be times when you may need to take some time during the business day to take care of a personal issue or an unforeseen emergency. When possible, your Manager will be able to accommodate these occurrences and will work out an arrangement with you to make up the time missed.

You are responsible for accurately reporting your annual leave, absence and sickness to your Manager.

### OVERTIME:

Overtime is defined as any hours you work that exceed your usual contracted hours. You will only receive additional remuneration or time off in lieu of any overtime worked if this is written in your Contract. If your Contract states that you are required to work additional hours unpaid where required due to business need, you will not receive additional remuneration or time off in lieu of any overtime worked.

#### Overtime authorisation for those eligible for additional remuneration/time in lieu

You may be required to work overtime in addition to your normal hours of work if instructed to do so by your Manager on reasonable notice, or if necessary for the proper performance of your duties.

The Company does not guarantee that overtime will be available to you.

You will not be permitted to work overtime if your hours would exceed 48 hours per week on average in any four-month period.

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Authorised overtime will be paid at the rate which you are entitled to receive under your Contract, or any subsequent written changes made to the terms and conditions of your Contract regarding your salary.

At the discretion of your Manager, you may be entitled to take time off in lieu as an alternative to receiving additional remuneration. All time off in lieu must be agreed in advance with your Manager.



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Luke Deasy  
Managing Director