

Company Attendance Management Policy

Version: v1.2 | Updated: 2026-01-01

Chapter 1: General Provisions

Article 1: This policy is established to regulate attendance management and maintain normal work order.

Article 2: This policy applies to all employees of the company.

Article 3: Attendance management follows the principles of fairness, impartiality, and transparency.

Chapter 2: Working Hours

Article 4: The company implements standard working hours:

- Working days: Monday to Friday
- Working hours: 9:00 AM - 12:00 PM, 1:30 PM - 6:00 PM
- Lunch break: 12:00 PM - 1:30 PM (1.5 hours)

Article 5: Special positions may adjust working hours as needed with HR approval.

Chapter 3: Attendance Methods

Article 6: The company uses an electronic attendance system for recording.

Article 7: Check-in requirements:

- Morning check-in: No later than 10 minutes after start time
- Evening check-out: No earlier than 10 minutes before end time
- Official business or special circumstances require prior approval

Article 8: Sample content on page 1

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Article 10: Sample content on page 3