

# **I-HSQE Group Ltd - Timekeeping Policy**

Version: 1.0

Date: 21st February 2025

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## **1. Introduction**

Punctuality is a key component of business efficiency, professionalism and your terms and conditions within your contracts at I-HSQE Group Ltd. Adhering to the set working hours ensures smooth operations, fairness among team members, and consistency in service delivery. Poor timekeeping negatively impacts workflow, delays projects, and disrupts team efficiency. This policy outlines the expectations and requirements for all employees regarding timekeeping.

Compliance with this policy is **MANDATORY**.

## **2. Office Working Hours**

For team members working in the office, the following working hours and rules apply:

- Start Time: 8:30 AM – Employees must be at their workstations, ready to commence work. This does not mean setting up, making breakfast, or preparing coffee at 8:30 AM.
- End Time: 4:30 PM – Employees must remain at their workstations until this time, unless agreed to leave early by line manager.
- If your agreed working hours differ, the same policy applies to your agreed working hours for employees and contractors.

Break Times (Office and Customer Sites):

- Morning Break: 10:45 AM – 11:00 AM
- Lunch Break: 12:00 PM – 12:30 PM or 30 minutes around this time.  
\*please note, if you wish to have a longer lunch break, you can use the 15 minutes from your morning break allocation if you decide not to use this.
- Afternoon Break: 2:45 PM – 3:00 PM

Please note, if you are a smoker you must not take breaks throughout the day to go out for a smoke. This is only permitted during break times shown above.

## **3. Personal Mobile Phone Usage**

- Mobile phones must not be used for personal purposes during working hours unless in the case of an emergency. If you do need to use your mobile phone for an emergency during work hours, please see your line manager immediately and then step out the office and take the call.
- Personal phone use is only permitted during designated break times.

- Any research required for work must be conducted via company laptops, as mobile phone screens are not suitable for reading documents and conducting work-related research. This is to comply with The Display Screen Equipment Regulations (DSE) 2002.

#### **4. Timekeeping at Customer Sites**

For employees working at customer sites, the following rules apply based on the type of work being conducted:

- Non-Training Job Cards: Employees must arrive on-site and be ready to work between 9:00 AM – 9:30 AM and complete a minimum of 6 hours on-site before leaving. If you finish your job card within the 6 hours, you must call your line manager and update. If you cannot get hold of your line manager, you must call a Director.

- Training Delivery: Employees must be on-site and prepared to deliver training at the agreed-upon start times. This means you must be setup before the agreed training start time.

- The break times and mobile phone usage rules outlined for the office also apply at customer sites.

#### **5. Connect Team Application Usage**

Employees must use the Connect Team application to log their work activities. The following steps are **mandatory**:

- When Working at a Customer Site:

Sign in when leaving your hotel or house.

Sign out when arriving at the customer site.

Sign in at the customer site upon arrival and sign out upon leaving each day.

When Working in the Office:

Sign in at the start of your working day.

Sign out at the end of your working day.

Break Feature Usage:

Use the start break button on Connect Team when taking a break.

Click the break button again once your break has finished.

Daily Work Logs:

At the end of the workday, log the specific work completed in Connect Team to track outputs. This must be logged on notes.

Failure to comply with Connect Team requirements will be considered a breach of this policy.

## **6. Disciplinary Actions**

Non-compliance to this policy, including but not limited to late arrivals, improper use of mobile phones, non-compliance with Connect Team requirements, or not fulfilling the required working hours, will result in disciplinary action.

## **7. Conclusion**

The purpose of this policy is to ensure fairness, efficiency, professionalism and respect across the business and customers.