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SCAN001	2	Aug 2020	Sinead Sharpe	Sinead Sharpe

Use of Site Clocking/Scanning Systems

Your site of work uses a finger; hand or pin clocking system, which means all employees clock in/out at the start/end of their shift; and at the start/end of their break times. Your clocking records will be used to verify that your hours of pay each period are correct, therefore it is important that you clock/sign in correctly at the start/end of each shift and at the start/end of break times. The methods for clocking or pinning will be site specific; and include hand/finger scanners; telephone pinning and mobile applications, amongst others.

Employees are required to clock in when they commence shift, end shift or leave site for any reason other than for approved breaks (or in accordance with your site rules – please note that some rules prevent employees from leaving site during breaks). You also asked to follow any additional existing procedures for physically signing on and off shift when entering or leaving the site.

Failure to clock/sign in correctly may result in the loss of payment for the minutes and hours which have been missed. Therefore it is your responsibility to ensure that any problems you experience with the clocking system are reported to your line manager **before you leave site**.

If your shift entitles you to breaks, they should be taken at a time agreed with your manager and set in conjunction with site needs if appropriate. Your line manager will confirm whether you need to clock out before taking any scheduled and approved breaks – in most instances this will not be required. Please note that if you are required to clock out for breaks, meals must not be prepared prior to clocking out.

Please do not clock on behalf of another employee or complete incorrect details on site attendance logs as this could be treated as gross misconduct by the Company. Similarly, persistent failure to clock/sign in correctly may result in disciplinary action.

By way of reminder, the Company expects its employees to attend work consistently and to be punctual. If you are unable to come to work or will be late arriving at work for any reason please make sure you notify your line manager. All absences must be reported as soon as possible on the first day of your absence following the Absence Reporting procedure highlighted in the Company Handbook and Absence Policy. You should continue to keep your line manager informed of your progress and likely date of return to work.

In accordance with the same policy, any absences which have not been agreed in advance with your line manager as an authorised absence will be treated as an unauthorised absence.