

BIOMETRIC LOGS

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1.0. PURPOSE

To define Bigfoot's requirements with regard to monitoring time spent to meet contractual obligations with the Company, and in order to provide measures to promote strict adherence to the policy.

2.0. SCOPE

- 2.1 This policy shall apply to all foreign and local consultants, freelancers, interns and mentors.
- 2.2 For purposes of this guidelines, the term "staff" shall be used to refer to the groups mentioned in 2.1.

3.0. IMPLEMENTING GUIDELINES

- 3.1 All staff are required to log in and out through the biometrics system which is the Company's official timekeeping system.
- 3.2 The Human Resource (HR) department shall regularly check the biometric logs.
- 3.3 Time slips are to be used for the following circumstances only:
 - 3.3.1 When attending to official business offsite. The time slip must first be countersigned by the department head prior to submission to HR department.
 - 3.3.2 When there is machine error (or authentication failure). In such case, the guard on duty shall countersign to attest to the machine error, immediately at the time of occurrence.
- 3.4 All staff who missed to log shall be reported by HR to their respective department head. The latter shall verify the report and advise HR whichever appropriate action to take. For unjustified lack of logs, sanctions are as follows: (a) Email Warning at the first incident, and (b) USD \$30 administrative charge for manual time sheet adjustment, for every succeeding incident.
- 3.5 Management reserves the right to impose a heavier penalty for multiple/subsequent violations.



4.0. POLICY ISSUANCE AND REVISION HISTORY							
Revision	Issuance Revision		Approval Matrix				Reason
	History	Date	Dept.	Prepared	Reviewed	Approved	
Rev. 00	Establish	06/30/10	HR	<i>John</i> Pawwee Hornido	<i>Stephanie</i> Stephanie Manuel <i>07/01/10</i>	<i>Kacy</i> Kacy Andrews	Revised 3.4 of the Implementing Guidelines