

OFFICE ATTENDANCE MONITORING POLICY



Effective Date: October 27, 2015

Next Review Date: April 1, 2016

Revision Date: N/A

Version: 1

Approved by: Petra Bauernfeind

1. SCOPE

This policy applies to all full-time and part-time staff ("staff") located in Singapore, Tokyo and Hong Kong.

2. POLICY STATEMENT

The purpose of this policy is to monitor the attendance of all staff, to ensure contractual obligations with the Company are complied with.

3. LOGGING IN AND OUT (NOT APPLICABLE FOR STAFF BASED IN HONG KONG)

The receptionist on duty is responsible to log in and out every single office entry and exit of each staff, and therefore the reception must be manned at all times, from 9 am to 8 pm.

Log Sheet:

Date: _____

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TIME	NAME	IN/OUT

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Sample of a filled out Log Sheet:

Date: 19/10/15 (PT)

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TIME	NAME	IN/OUT
0910	Penelope	IN
0910	Trisha	IN
0926	Rachael	IN
0933	Charissa	IN
0937	Yi Xin	IN
0950	Chun Seng	IN
0952	Sue Teng	IN
0956	Penelope	OUT
0958	Penelope	IN
0959	Valencia	IN

For the Tokyo office everyone is required to exit the office by stopping by at the reception before taking the elevator to the ground level.

The receptionist has to photograph each log sheet and by end of the day all sheets have to be emailed to timekeeping@ckl.com.

4. CLOCKING IN AND OUT

In addition to be logged in and out by the receptionist, each part-time staff and non-management full-time staff is required to call extension 3300 by using the dedicated Cisco phone and calling from the assigned extension number.

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The phone number has to be called every day when starting work, when going for lunch break, and coming back from lunch break, as well as by the end of each working day.

To indicate the clocking in or out, a short message should be left:

"Hi, this is (state your name), clocking in/out for work."