

# ELECTRONIC TIME AND ATTENDANCE POLICY AND PROCEDURES

## Introduction

### Purpose of policy

Monitor Group uses an electronic time tracking system to capture and record the hours for all employees.

We use an advanced electronic time and attendance system that allows employees to log in via biometric fingerprint scanners, facial recognition, Personal Identification Numbers (PIN) and RFID card readers. This system enables efficient workforce management, ensuring accurate tracking of attendance and working hours.

The following procedure and policy has been created to ensure accurate recordkeeping for evidence of service delivery and ensure quality of service.

**Consent for Biometric Data Usage** Employees using the biometric fingerprint or facial recognition feature of the electronic time and attendance system must provide their consent. Consent can be withdrawn at any time by informing their manager or Head Office in writing. This can be done via email at support@monitorservices.co.uk. Upon withdrawal of consent, alternative clocking methods such as PIN or RFID card will be provided.

### Official Record of Time on Site

The official electronic timekeeping system used by Monitor Group shall be considered the 'official' record of the workday for employees, where in operation. Any disputes over actual time worked will be resolved by referring to the electronic time and attendance system records, where they are in operation.

### Employee Time Reports

The time reports will be kept for a period of 6 years in line with current guidelines. After this time, they will be destroyed.

## CLOCKING IN AND CLOCKING OUT

### When to clock in and clock out

- Employees must clock in upon arriving at their workplace and clock out when leaving the site.
- Employees must also clock out at the start of any unpaid break and clock in when returning from the break. Failure to do so may result in incorrect payroll calculations and potential disciplinary action.

### How to clock in and out

Employees must use one of the designated methods for clocking in and out:

- **Biometric Fingerprint Scanner** – Where available, employees should use their registered fingerprint to clock in and out.
- **RFID Card (Radio Frequency Identification card)** – Employees assigned an RFID card should use the reader for clocking in and out.

- **Mobile App** – If biometric or RFID options are not available, employees can use the mobile app of the electronic time and attendance system to clock in and out (location tracking may be enabled for verification).
- **PIN** – Employees may be assigned a unique PIN to manually enter into the system for clocking in and out where other methods are not feasible.
- **Facial Recognition** – In the future, some sites may have facial recognition technology available for employees to clock in and out using registered facial data.

### **Daily clock in/out**

Employees using the electronic time and attendance system must clock in and out at the start and end of their shift and during any unpaid breaks. Employees are expected to adhere to their scheduled times.

In cases where employees cannot clock in at their usual worksite due to training, off-site meetings, or other approved reasons, they should report time worked to their line manager for manual entry.

Under certain conditions (such as training at an off-site location, extracurricular events, etc.) when an employee cannot clock in at their worksite, the employee should report time worked to their line manager, so their time worked can be manually entered.

### **Failure to clock in/out**

All hours worked must be recorded using the electronic time and attendance system. Employees are strictly prohibited from working without clocking in or out. Employees who under-report or fail to report hours worked may face disciplinary action, up to and including termination.

## **FALSIFICATION AND TAMPERING OF ELECTRONIC TIME AND ANNTENDANCE SYSTEM**

### **Falsification**

Employees found attempting to falsify their hours worked will be subject to disciplinary action, including but not limited to:

- Attempting to tamper with the electronic time and attendance system hardware or software
  - Clocking in or out for another employee
  - Interfering with another employee's use of the electronic time and attendance system
- Once an employee has clocked in, they are responsible for starting work. Employees conducting personal business while clocked in may be subject to disciplinary action.

### **Requirements to clock off/on while on break**

Employees entitled to unpaid breaks must clock out at the beginning of the break and clock in upon returning. If an employee fails to clock in/out for a break, they must immediately inform their line manager. Failure to report may lead to disciplinary action.

### **Overtime**

Unauthorised overtime is not permitted. Any time worked beyond an employee's contracted hours must be pre-approved by their line manager. Employees must not clock in or out multiple times during a shift unless for unpaid breaks.

### **System Problems**

If an employee is unable to clock in or out due to a system issue, they must immediately inform their line manager. The manager will manually enter the worked hours and notify the Payroll Department of the issue.

## **REPORTS**

### **Processing of reports**

Managers must review the time reports on a weekly basis or earlier if missed clocking has occurred during the week. All miss-clocked issues must be resolved prior to the close of the pay period.

### **Who has access to reports**

The electronic time and attendance system reports can only be accessed by the Operations Manager, Area Managers or Contract Managers, and Site Supervisors. Any unauthorised access or misuse of the data may result in disciplinary action.

### **Data Protection**

All data collected through the electronic time and attendance system is subject to data protection laws. Reports generated by the electronic time and attendance system may be used in disciplinary proceedings, including but not limited to cases of:

- Falsification of hours
- Failure to clock in or out
- Failure to report missed clock-ins or clock-outs
- Clocking in or out for another employee
- Allowing another employee to use your credentials
- Tampering with the electronic time and attendance system

## **GENERAL INFORMATION**

### **Disputes**

If an employee has a dispute regarding their recorded work hours, they should report it to their line manager immediately. The electronic time and attendance system provides logs to verify times and locations. Any unresolved disputes should be escalated to Head Office.

### **Disciplinary Action**

Misuse of the electronic time and attendance system may result in disciplinary action in accordance with the Company's Disciplinary Procedure.

This policy ensures the proper use of the electronic time and attendance system while maintaining fairness and accountability in employee time tracking. For any questions or concerns, employees should contact their line manager or the Payroll Department.