

	Reference number	Date implemented
		01 March 2024
Document Name	TIME AND ATTENDANCE AND LIVE-TRACKING POLICY	

1. Objective of Policy

- 1.1 The purpose of this policy is to ensure that all employees who are required to make use of the live-tacking or time and attendance Application understand what the application should be used for, what their responsibilities are and what the consequences would be should an employee not adhere to this policy.

2. Application

- 2.1 This policy applies to all employees who are employed by Trilink Dynamics but who works away from the company's offices/on third party premises.

3. General

- 3.1 Employees are required to adhere strictly to their stipulated hours of work and any deviation from their stipulated times are only permissible once authorisation has been given by management.
- 3.2 Employees are required to clock in for work at the start of their shift and clock out at the end of their shift. Employees are also required to clock out when they go on a tea/lunch break and clock back in when they return from their tea/lunch break.
- 3.3 If an employee arrives late for duty, or leaves work early, then the employee will still have to clock in and clock out.
- 3.4 If employees do not clock in and out, then the company is unable to monitor attendance and calculate wages.

4. Clock-in and out procedure

- 4.1 Employees must make use of a time and attendance or live-tracking Application which is approved and mandated by the Company in order to clock in and out. The company will not accept calls/WhatsApp messages/ SMSs or messages via colleagues for the purposes of reporting for duty and clocking in or out.
- 4.2 The company only pays employees according to the hours worked as recorded on the time and attendance or live-tracking application/system.

- 4.3 Employees must clock in once they arrive at their place of work and are ready to commence with their duties.
- 4.4 Employees are to clock out when they commence with tea or lunch breaks and to clock in again on their return from the respective break.
- 4.5 Employees must clock out immediately on leaving their workstation at the end of the workday.
- 4.6 If you are a supervisor or manager responsible for an employee's time and attendance, it is your responsibility to access the ISEEU TNA system three times per day at 08:30, 12:30 and 16:30 to ensure that your team members are all online and in their designated areas.
- 4.7 In the event of a technical issue preventing any of your team members from going online, this must be reported to ISEEU track & TNA before 09:00 on the day in question.
- 4.8 The supervisor or direct line manager is responsible for ensuring all team members are active on time and attendance on the ISEEU system. If, for any reason, an employee does not have a recorded TNA for the previous day, the supervisor/immediate line manager must provide actual proof of attendance for that person for the day in question. To submit proof of attendance, two critical elements must be adhered to:
 - 4.8.1 Submit acceptable proof of attendance;
 - 4.8.2 Supply a valid reason in writing why the user did not have any electronic attendance on the ISEEU system for the day in questions.
 - 4.8.3 Acceptable proof of attendance would include a clear photo taken of the attendance register with a digital time and date stamp in the metadata of the photo.
- 4.9 This proof must be accompanied by a reason as to why the employee did not clock in on the ISEEU system. The reason for no attendance must be supplied to the Trilink designated TNA Admin team by no later than 11:00 the following workday.
- 4.10 Despite supplying a photo for proof of attendance, if no valid reason for the lack of attendance on the ISEEU system is received by the period set out in point 4.9, the employee in question will be deemed absent without leave, and the necessary administrative and disciplinary processes outlined in this document will go into effect.
- 4.11 It is the responsibility of each employee linked to the ISEEU TNA system to ensure they are permanently online and active. Anyone wanting to check their online/live status can contact the ISEEU support line for assistance.
- 4.12 Every employee will be required to adhere to the Spoor Application "Checkin" button requirement. Whenever there is a "Checkin" requirement, the employee must comply and press the button at that given moment and not at a later stage.

5. Clocking-in or out for other employees

- 5.1 The efficacy of a clock in system depends entirely upon the conduct of the employees who use it. The company therefore needs to be confident that the information recorded on the system is accurate and this can only be achieved if each employee has personally clocked in or out.
- 5.2 In order to ensure the accuracy of the information provided by the time and attendance or live-tracking Application/System, the clocking in or out on behalf of another employee is strictly prohibited.
- 5.3 In the absence of an acceptable explanation to the contrary, the fact that an employee clocks in for another who is not at work, an inference will be drawn that the purpose of doing so was a dishonest one, intended to secure some improper advantage for the absent employee.
- 5.4 Should it be found that an employee has clocked in or out for another employee the employees concerned may face the termination of their contract of employment.
- 5.5 It is further company policy that any fraudulent act committed in relation to the clock in and out system, will constitute a dismissible offence.

6. Cell phones and Data usage

- 6.1 It is the employee's responsibility to have in his/her possession a cell phone that can download and accommodate the time and attendance or live-tracking Application mandated by the Company.
- 6.2 Employees need to have a contract / sim card at Telkom, MTN, Vodacom or Cell C so as to ensure that they can make proper use of any company time and attendance or live-tracking applications.
- 6.3 The Company mandated Applications do not need Data to operate so any costs relating to the application is for the company's account.
- 6.4 If an employee does not have access to a cell phone and/or service provider that can download and accommodate the required time and attendance or live-tracking Application, then the employee must report same to his/her direct manager before the start of his/next shift.

7. Disciplinary Action / Termination

- 7.1 If the employee breaches this policy, the company will take the appropriate disciplinary action against the employee.
- 7.2 If an employee does not have or is unable to gain access to the required smart cell phone and/or service provider, then it can result in termination of employment on the basis of incapacity or operational requirements.

7.3 If you are a supervisor or manager responsible for employee team time and attendance, it is your responsibility to access the ISEEU TNA system three times per day at 08:30, 12:30, and 16:30 to ensure your team members are all online and in their designated areas.

7.3.1 In the event of a technical issue preventing any of your team members from going online, this issue must be reported to ISEEU track & TNA before 09:00 on the day in question.

7.4 The supervisor or direct line manager is responsible for ensuring all team members are on/active Time and attendance on the ISEEU System. If, for any reason, an employee does not have recorded TNA for the previous day, the supervisor/immediate line manager must provide actual proof of attendance for that person for the day in question. To submit proof of attendance, two critical elements must be adhered to:

- 1 - Submit acceptable proof of attendance (point "a" below)
- 2 - Supply a valid reason in writing why the user did not have any electronic attendance on the ISEEU system for the day in question.

Acceptable proof of attendance:

a Clear photo taken of the attendance register with a digital time and date stamp in the metadata of the photo.

7.4.1 This proof must be accompanied by a reason as to why the employee did not clock in on the ISEEU system. The reason for no attendance must be supplied to the Trilink designated TNA Admin team no later than 11:00 the following workday.

7.4.2 Despite supplying a photo for proof of attendance, if no valid reason for the lack of attendance on the ISEEU system is received by the period set out in point 7.4.1, the employee in question will be deemed absent without leave, and the necessary administrative and disciplinary processes outlined in this document will go into effect.

7.5 It is the responsibility of each employee linked to the ISEEU TNA system to ensure they are permanently online and active. Anyone wanting to check their online/live status can contact the ISEEU support line for assistance.

7.5.1 Every employee will be required to adhere to the Spoor Application "Checkin" button requirement. Whenever there is a "Checkin" requirement, the employee must comply and press the button at that given moment and not at a later stage.

It is the employee's responsibility to contact management should he / she have any queries.

I, _____, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.

Employee Name and surname	
Employee signature as receipt hereof	
Date	