	ATTENDANCE & HYBRID WORK SCHEDULE POLICY	CODE: HR-P1-PO1	
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I. Purpose

In accordance with the company's Internal Discipline - Attendance Policy section 7, page 5 - set forth at IDS, the purpose of this policy is to describe attendance to work procedures and introduce the **Hybrid Work Arrangement** that may be available to certain employees in appropriate circumstances as others are expected to remain operating at the company's premises. At all times, the primary consideration with respect to considering this Hybrid Work Arrangement will be the business operational needs of IDS. This policy will be reviewed annually.

II. Summary

IDS employees are held accountable for adhering to work schedules set in IDS Internal Discipline as well as their employment contracts. In the event that an employee is unable to meet this expectation, obtaining approval from the supervisor in advance of any changes is crucial. This approval includes requests of:

- Taking leave for a day or more
- Late arrivals to or early departures from work
- Leaving workstations throughout the working day for a counted number of hours
- Working on a Hybrid Schedule

Supervisors have the discretion to evaluate unforeseen or emergency circumstances of each case.

An employee is considered "late or tardy" when he/she:

- Arrive to work past the assigned work start time without prior approval.
- Leave work before the end of assigned work closing time without prior approval.
- Take an extended break without approval.

III. Scope

This policy applies to all IDS employees who work on-site, and equally, to employees who are on a hybrid working arrangement, and finally to those who primarily work from home.


IV. Policy Terms

1. **Planned: Leave / Tardiness / Working on Hybrid Schedule**

1.1 A planned leave/tardiness/working on a hybrid schedule must be approved by the supervisor in advance. An employee is expected to submit a request using IDS procedures as far in advance as possible.

N.B: Requests for leave/Tardiness /working remotely for **4** consecutive days or more should normally be submitted **2 weeks** prior to the planned absence.

1.2 Supervisor has the discretion to approve or reject those requests, depending on department staffing needs. Moreover, the supervisor may designate dates that leave /tardiness/ working remotely **cannot** be requested.

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2. Unplanned: Leave / Tardiness / Working on Hybrid Schedule


- 2.1 An unplanned Leave / Tardiness / Working on Hybrid Schedule is usually unavoidable due to illness, injury, or emergency where advance notice is not possible. Employees are expected to notify HR Department and their supervisor as soon as possible but generally no later than **30 minutes** before their starting time.
- 2.2 Employees on a Hybrid schedule are not allowed to utilize the Hybrid Work Arrangement as a substitute for sick, annual, unpaid leave, etc. An employee is not permitted to use this arrangement to attend personal business, such as performing outside jobs or providing child care during agreed hybrid work hours. Employees requiring such leaves must follow the IDS leave policies and procedures and contact HR Department.

3. Early departure from work or leaving your workstations for some hours

- 3.1 Employees must obtain prior permission from the supervisors in order to leave work early or leave their workstation for a counted number of hours.
- 3.2 Requests for absences or tardiness must be supported with valid reasons, and an indication of when the employee is expected to report for work again. Failure to notify HR Department and supervisor, and to follow department procedures, and breaching this policy will not be tolerated and may be grounds for disciplinary actions.

4. Hybrid Working schedule rules

- 4.1 Employees working on a hybrid work schedule must comply with all IDS policies, procedures, and guidelines. Failure to comply may result in disciplinary action, up to and including termination of employment.
- 4.2 Employees must be fully accessible during agreed upon work hours. Supervisors may require employees working on a hybrid work schedule to report to the company as needed for work-related meetings or other events, to discuss work progress, or other issues. Employees are expected to perform their work during hybrid work hours and should be available through email and phone, just as if they were in the office.
- 4.3 Employee job duties and responsibilities will not change due to a hybrid work arrangement. Professionalism in terms of job responsibilities, work output, and service delivery will continue to follow the standards set by IDS. The employee must be able to maintain performance, productivity, and quality standards.
- 4.4 In the event that we or the employee feel that the arrangement is not working satisfactorily, a return to previous working arrangements may be required, i.e. return to on-site working.

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5. Equipment, Information, and Confidentiality

- 5.1 Employees on a hybrid schedule must safeguard all IDS information used or accessed, and must comply with the Company’s Information Technology Security Policy (see MG-ISMS-SP- Information Security Policy and IS policies found in IDS Policies Manual).
- 5.2 All IDS-related work must be performed on an IDS-issued device.
- 5.3 Employees who are on a hybrid work schedule are responsible for protecting company-owned equipment from theft, damage, and unauthorized use. IDS will maintain, service, and repair the equipment used in the normal course of employment.
- 5.4 Upon termination of a hybrid work agreement all company-owned property and materials must be returned.
- 5.5 All employees must abide by the company’s Information Security policies and procedures in order to ensure confidentiality and security of data (Refer to IDS Policies Manual)

6. Modification or Termination of Hybrid Work Arrangement

- 6.1 Supervisor or Department manager, in consultation with the COO and HR Department, may modify or terminate the hybrid work agreement at any time for performance concerns or changing operational needs, if the agreement is no longer in the best interests of the company and its mission.
- 6.2 Once approved, an employee may not modify or terminate the agreement without the written consent of the supervisor and HR Department, after consulting with the COO.

7. Disciplinary actions will evolve from:

- 1- Verbal Warning.
- 2- Written warning that follows the re-breaching of the policy after the verbal warning has been given.
- 3- Disciplinary meeting; which is the outcome of 2 written warnings, consequently registering and documenting an official statement in the Ministry of Labour.
- 4- In the event of re-occurrence, the employment contract at IDS will be terminated.

Policy Acknowledgement

I _____ hereby confirm that I have received, read and understood the above policy. I understand that it is my responsibility to comply with its content within the conditions of my employment with IDS.

Employees Signature: -----

Date: -----