



GAINUP
INDUSTRIES ENDA PVT. LTD.

PERMISSION POLICY

Effective Date: 01.10.2023

PURPOSE

As a leading manufacturer for various brands, meeting customers' demands "ON TIME" plays a crucial role. Hence it becomes mandatory to start our business operation at a regular time. This policy defines the applicability, process and required guidelines for effective implementation of "On Time Attendance".

APPLICABILITY

This is applicable to all enrolled in the category of Staff and Technician.

APPROVED PERMISSION LIMITS

- Cumulatively 120 minutes will be allowed in a month (Late In / Early Out)
- In a day above 60 Minutes directly will be treated as Half day deduction.
- 2 hours permission for 2 times in a month (Total 240 Minutes)

PROCESS

- Permission request needs to be update through ERP / Mobile app / Web application (Life @ Gainup).
- Over and above the applied permission hours, delayed Late-In or Early-Out will be considered as Late minutes.
- Permission without prior approvals will be disqualified to consider as permission. The same will be taken as Half Day Absent for duty.