

Introduction

This Policy sets out the Company's Policy and procedure when employees are persistently late for work.

The aims of this Policy are:

- To encourage all its employees to be at their desk to begin work on time
- To ensure that all employees understand their responsibilities and commitment to their role in beginning work on time, as opposed to just arriving at work on time
- To ensure that employees are aware of the trigger points and how they will progress through the disciplinary procedure if lateness levels are classed as unacceptable.

Scope

This Policy applies to all office employees of ABCA. Each office employee has an agreed start time, which they must make every effort to be at their desk and ready for work at this time, i.e. not walking in through the door at their scheduled start time.

This Policy is related to any instances of lateness that have not been pre-authorised via the Activabsence system.

Key Principles

Punctual attendance is an implied term of every employees' contract of employment – we ask each employee to take responsibility for achieving and maintaining good punctuality.

We understand from time to time, traffic, weather etc. may cause issues with employees being able to get to work on time which is why there are tolerance levels. However, this policy is designed to reduce the number of preventable late occurrences.

If you are going to be late for work you should contact your line manager immediately on it becoming clear that you are not going to make it to work on time, stating the reasons for lateness.

Lateness is identified as clocking in after your scheduled start time. Whilst clocking in at your scheduled start time is not being late, it means that you are not at your desk ready to start working on time.

Review Points

The following review points are considered to be a cause for concern and can result in the following levels of disciplinary action, in line with ABCA disciplinary policy.

- More than 2 occasions of lateness in a month – Informal Warning
- More than 2 occasions of lateness within the next month – Verbal Warning
- A further 2 occasions of lateness whilst the verbal warning is on file – Written Warning
- A further 2 occasions of lateness whilst the written warning is on file – Final Written Warning
- A further 2 occasions of lateness whilst the final written warning is on file – Dismissal.

Persistently Clock in/out at your exact start/finish time

As previously stated you should be at your desk ready to work at your start time, and likewise continue to work up to your finish time. Therefore, there should be very few occasions that you clock in/out exactly at your start/finish time. For example, if you start at 8.30 and finish at 5pm, and you consistently clock in at exactly 8.30am, then you cannot be ready to start work at this time. Instances like this will be raised with your line manager who will discuss this with you, if the problem persists then disciplinary action may be taken.

Extreme Weather

In cases of extreme weather, where in the area you work, extreme weather conditions have been declared by the Met Office and a Senior manager within the office you work declares a 'bad weather day' employees who are late for work due to the extreme weather will not be penalised and this occasion of lateness will not be included in the trigger points.