



ATTENDANCE POLICY

Reviewed December 2025

PURPOSE

The purpose of this policy is to provide Hindawi's employees with unified guidelines, rules, and conditions for punctuality and regular attendance. All staff members must maintain a satisfactory record of attendance to help Hindawi meet its business goals and reach the optimal productivity levels required.

SCOPE

This policy applies to all Hindawi staff (full-time and part-time).

RESPONSIBILITY

It is the responsibility of the Human Resources Department to ensure all staff have access to this policy and its updates (if any). It is also the responsibility of the Human Resources Department to brief its newly hired staff with this policy in the orientation session.

All employees are required to comply with this policy. All staff shall act in a manner that promotes Hindawi's efficient operations by minimizing unscheduled absences.

Hindawi reserves the right to review, amend, and modify various aspects of this policy such that it complies with Egypt's legal system and meets Hindawi's operational and business commitments and needs. Any changes will be put into effect on the date on which they are announced to employees.

POLICY

Working Hours

Hindawi's working hours are those that contractually apply to a member of staff. Full-time staff work for 40 hours a week, where a working day is 8 hours long with a one-hour break. Working days are from Sunday to Thursday; Friday and Saturday are off.

In the case of part-time staff, working days will vary between individuals because the number of days they are required to work will depend on their individual contracts.

To enable our staff to have a better balance between their work and personal commitments, Hindawi adopts a flexible system of attendance. Neither contractual working hours nor the total number of working hours are changed by this system. The difference is in the time period during which individuals are allowed to vary their times of arrival or departure.

In Hindawi's flexitime system, core working hours are from 10:00 am to 4:00 pm, where employees have the ability to arrive at work anytime between 8:00 am and 10:00 am and leave work anytime between 4:00 pm and 6:00 pm accordingly. All employees must be present at work during the core working hours. Signing in during core working hours will be considered a violation of this policy unless in the case of an authorized absence (annual leave, sick leave, permission, work mission, permitted absence, etc.). It is the responsibility of the Human Resources Department to regularly monitor this and take appropriate action when necessary.

Failure to achieve the daily total of working hours will result in a salary deduction, where the deficit will be deducted from the employee's gross salary at double the rate.

The earliest time an employee can start work at is 8:00 am. An employee may start work before that time; however, flexi working time will only start to accrue from 8:00 am onward.

It is important that sufficient staff are available outside core times to carry out normal work. Therefore, cooperation from all staff, especially supervisory staff, is essential. This policy will be effectuated with the purpose of maintaining the efficiency and effectiveness of Hindawi's operations.

With the collaboration of the Human Resources Department, departments/teams reserve the right to suspend the flexitime system for a set period to meet operational requirements.

Any employee (full-time or part-time) is eligible to follow the flexitime scheme as far as practicable, as the flexitime scheme cannot be followed for some jobs. This will depend on the nature of the job and the business needs of the work unit.

To keep the environment as calm and as productive as possible, the play area will only be available during the break time and starting at 6:00 pm.

Compensation

An employee is allowed to compensate for missed hours only during the flexitime in order to complete the daily total of 8 working hours. So, if an employee arrives at 9:00 am on one day, they must leave not earlier than 5:00 pm on the same day. Otherwise, this missed time will be deducted from the employee's monthly salary at double the rate, unless it is recorded as an authorized absence. The Human Resources Department, along with the employee's direct manager, will monitor this to ensure that employees are complying.

Signing in/out

It is the employee's responsibility to record their actual working hours using the clocking-in machines. The employee must ensure that they have received an acknowledgement message while signing in and out; otherwise, they should report to the Human Resources Department. A missed sign-in/out is a violation of this policy.

An employee who forgets or loses their company ID card is required to report their daily attendance, including arrival and departure times, to the Human Resources Department by submitting a Missing Punch Request on the same day through the HR system.

Otherwise, the employee will have days with missed time records in their time attendance without corresponding leave requests. Such cases will be considered absences and will be deducted from the employee's salary at double the rate.

Employees are not permitted to leave the office premises during official working hours. In exceptional circumstances where leaving the premises is necessary, employees must obtain prior approval from their direct manager before exiting.

An employee who leaves the premises/building during the official working hours for any reason (personal, training, business mission, etc.) must sign out on their departure and sign in on their arrival. In such cases, a time permission request must be submitted.

Under no circumstances should an employee's ID card be given to another employee. It is strictly prohibited for an employee to attempt to sign in or out on behalf of any other staff member. Such actions will subject both employees to disciplinary action, which could include termination.

Tardiness/Early Departure

An employee whose time attendance records reflect tardiness or early departure without corresponding recorded time off (permissions) will be subject to disciplinary action and will be deducted from the employee's salary.

For those who use company transportation, tardiness reported by the fleet supervisor will not subject them to any deduction.

Employees who are reported to frequently arrive late or leave early without recorded permissions will be subject to further disciplinary action.

All employees must adhere to the lunch break time (from 12:00 pm to 1:00 pm). Employees who are

reported to extend the break time or start the break earlier than the scheduled time, without approval, will be subject to disciplinary action.

Overtime

The general rule is that all employees are expected to complete their normal duties within the normal working hours. No additional work may be assigned to the employees except in urgent cases. In very limited and few cases where there is an urgent business need, a direct supervisor has the right to ask their staff to work overtime.

Overtime will be paid at one and a half times the gross rate from Sunday to Thursday and at double the gross rate during days off. This applies to the actual hours worked in excess of the regular working hours during the pay period in which the overtime is calculated.

Under no circumstances may employees perform overtime work without prior approval from their direct manager. Overtime requests submitted during annual leave or those that conflict with the standard work schedule will not be considered or approved.

Absence

An employee is considered absent when they are not present at work during working hours without submitting a time-off request to the HR system. Absences will be deducted from the employee's salary at double the rate.

Unjustified absence for more than 20 scattered days a year or 10 consecutive days will subject the employee to termination. HR will keep a proper record of every employee's unauthorized absences. A first formal termination notice will be sent to employees who record 10 scattered days or 5 consecutive days of unauthorized absence. A dismissal letter will be sent to employees who complete 20 scattered days or 10 consecutive days of unauthorized absence.

Direct managers should send an e-mail to the HR team if any of their direct reports happen to have 5 consecutive days of unauthorized absence.