

Attendance and Absenteeism Policy

Purpose

This Policy sets out what is expected of Hope Diving Services Australia Pty Ltd ('HDSA Group') employees in terms of their attendance at work, and what they are required to do if they are absent from work.

Commencement

This Policy will commence from 08/11/2021. It replaces all other attendance and absenteeism policies of HDSA Group (whether written or not).

Application of the Policy

This Policy applies to employees of HDSA Group. It does not form part of any employee's contract of employment.

Attendance

Regular attendance is essential to the efficient workflow and productivity of HDSA Group. An employee not attending for duty as required will not be paid for such time as they are absent from the workplace unless they are on authorised paid leave. HDSA Group may require the employee to make up any time lost due to an unauthorised non-attendance.

Absence

Employees must comply with any enterprise agreement or award that applies to their employment and deals with attendance or absence. They must also comply with any requirements set out in their contract of employment. This policy or any other HDSA Group policy concerning leave and absenteeism.

If an employee is absent for any reason, they must notify their supervisor or manager as soon as reasonably practicable, indicating the reason for the absence and extent of the anticipated absence. During absences extending more than one day, employees must contact their supervisor regularly to keep HDSA Group updated as to the circumstances of the employee's continuing absence. Where an employee finds that they cannot return to work as scheduled, they must notify their supervisor or manager as soon as possible.

Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid. Further, HDSA Group may require reasonable evidence (e.g. medical certificate or statutory declaration) to support the reason(s) for the absence. If such evidence is required, it must be supplied as soon as reasonably practicable.

Disciplinary action

Repeated late attendance or absence from work without a valid reason, proper notification or a failure to provide requested evidence to support the absence will be cause for disciplinary action, which may include termination of the employee's employment.

Variations

HDSA Group reserves the right to vary, replace or terminate this policy from time to time.

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