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## 上海博达通信科技有限公司孟加拉代表处

### 考勤管理制度（2025 年）

**第一条** 本制度适用于上海博达通信科技有限公司孟加拉代表处全体员工（不含外包人员）。

**第二条** 本制度对考勤的标准、假期的种类等予以明确的规定，从而规范公司的考勤管理，保证公司的有序运营。

**第三条** 人力资源部负责考勤汇总。总部人力资源部负责对考勤管理的监督。核定后的考勤记录作为薪资发放的依据之一。

#### **第四条** 工作时间

公司实行每周五天工作制：周一至周五（研发）或周日至周四（技术）。

每天工作时间为 7:30~18:00，之间任意连续 9 小时，开始工作时间是 7:30am~9:00am 之间的任意整 15 分钟。

其中周日到周四午餐时间为一小时，周五午餐时间为一个半小时。

#### **第五条** 考勤规则

1、公司实行考勤打卡制度，所有员工上下班均需打卡（除销售团队和经管理层批准的岗位外）。不打卡员工的考勤和假期不适用本制度，但仍需遵循销售团队员工考勤的相关规定。

2、技术支持团队实行弹性考勤制度，每天满足 9 小时（含午餐时间）工作时间即可。

3、当天迟到或当天中途请假者，进入或离开公司时也须考勤。如遇考勤损坏的情况，应在第一时间内向人力资源部说明情况，否则按未考勤处理。

4、上、下班未考勤，应先邮件/短信/电话通知直属领导/部门经理审批，并通知人力资源部，在每个自然月内，第一次不扣罚，第二次开始每未打一次按缺勤半天处理，自动从员工当年所剩休假中扣除。未通知人力资源部的，直接从员工当年所剩休假中扣除半天。

5、在同一个自然月中三次，或同一个自然年中十次未考勤的，公司可向其出具警告信，并向其询问具体原因。多次警告信可引致员工合同立即解除。

6、员工因公外出，应事先由直属领导/部门经理审批，并通知人力资源部，方可计入公出。

#### **第六条** 迟到和早退

迟到：每天上午 9 点（含 9 点）是最晚开始上班时间，如果 9 点之后打卡的算作迟到。

早退：有效上班时间（签出签入时间差）不足 9 小时的算作早退。

1、员工每次迟到都要给直属领导/部门经理写邮件说明，否则按 1 天假期扣除。

a) 不超过 1 小时的，将从员工可以用假期中扣除 1/4 天。

b) 不超过 2 小时的，将从员工可以用假期中扣除 1/2 天。

c) 超过 2 小时，按照旷工处理。

d) 如果无可用假期从工资中扣除。

2、早退在一般情况下不被许可。如员工有特殊情况必须早退的，应申请假期并取得直



属领导/部门经理审批。

员工每月超过 3 天迟到/早退或每年超过 15 天迟到早退的，公司可出具警告信并扣除员工 7 天工资，并可导致员工合同立即解除。

#### 第七条 加班

1、公司鼓励员工在正常工作时间内完成工作。如有未完成工作或紧急任务，在未取得直属领导/部门经理审批同意的情况下，正常工作日超时工作无任何补偿。如事先已通过申请流程取得直属领导/部门经理审批同意，则加班时数可以获得正常时薪 2 倍的报酬。

注：工作日每天的加班时数不得超过 2 小时。

2、公司不建议员工在双休日/国定假日加班。如有未完成工作或紧急任务，员工可在事先取得批准的情况下在双休日/国定假日加班。

#### 第八条 加班申请流程

1、工作日：员工应提前向直属领导/部门经理申请工作日加班（周一到周五），并在网上填写《加班申请单》，取得直属领导/部门经理的签字同意，并填写实际加班时间。

2、双休日/国定假日：员工应提前向直属领导/部门经理申请双休日/国定假日加班，并获得批准方可获得加班费。

3、工作日的加班时数最小单位为 1 小时，最终的加班时间为取整的小时数。

4、双休日/国定假日的加班时数最小单位为 4 小时。

工作日/双休日/国定假日的加班必须进行考勤打卡，否则加班费将不予以计算。

#### 第九条 假期计算

假期的计算基准将按自然年（每年 1 月到每年 12 月）计算确定。

第十条 假期是员工的权利。根据公司的制度，员工的假期将有如下目的：家庭义务、娱乐休闲，疾病生育等。

#### 第十一条 假期种类

- 1、休闲假（CL）
- 2、带薪病假（SL）
- 3、年假（AL）
- 4、产假（ML）
- 5、法定节假日（F）
- 6、双休日（W）
- 7、旷工（A）
- 8、调休（LL）

#### 第十二条 假期规定

1、**休闲假**：员工每年可享用 10 天休闲假，当年入职的员工按比例取最低 0.5 天享受该假期。

1) 休闲假一次最少休 0.5 天，最长休 2 天。如有特殊情况需延长休闲假至 2 天以上的，须在事先取得直属领导/部门经理的审批同意。

2) 一次申请超过 2 天的休闲假需要管理层审批。

3) 休闲假起止时间内的双休日/国定假日不计算在休闲假时间内。

4) 休闲假仅限于当年度享用，不可跨年度享用。

5) 如遇特殊情况无法提前申请休闲假的，应通过各种方式在当天第一时间取得直属领导/部门经理的审批同意，并在回公司工作当天告知人力资源部。

6) 休闲假不得用于娱乐用途。

2、**带薪病假**：员工每年可享用 14 天带薪病假，当年入职的员工按比例取最低 0.5 天享受该假期。



- 1) 带薪病假一次最少休 0.5 天。
- 2) 如一次休超过 2 天带薪病假，需要医生的诊断报告和病假单。
- 3) 如带薪病假使用完，员工仍在生病的，可使用年假。年假也休完的，可休无薪事假。
- 4) 带薪病假起止时间内的双休日/国定假日不计算在带薪病假时间内。
- 5) 带薪病假仅限于当年度享用，不可跨年度享用。
- 6) 如遇特殊情况无法提前申请带薪病假的，应通过各种方式在当天第一时间取得直属领导/部门经理的审批同意，并在回公司工作当天告知人力资源部。

### 3、年假：

- 1) 员工每年可享用 18 天年假，当年入职的员工不享有年假，。
- 2) 员工入职满一年后方可享有年假，上一年度入职的员工在入职满一年后享有上一年度的 18 天年假，其下一年度的年假根据自入职满一年之日起至当年底折算，按比例取最低 0.5 天享有该假期。

3) 年假一次最少休 0.5 天，最长休 10 天。如有特殊情况需延长年假至 10 天以上的，须在事先取得直属领导/部门经理的审批同意。除由于带薪病假用尽而适用年假的情况外，超过最长限期的年假须在事先由管理层批准方可使用。

4) 年假需要直属领导/部门经理事先批准方可使用。年假需要提前 2 个工作日申请，并须知会人力资源部。

- 5) 年假起止时间内的双休日和国定假日均不计算在年假时间内。

### 4、假期折现：

- 1) 当年度未享用完的年假在第二年可按员工的月度工资总额/30\*未享用天数折现。
- 2) 当年度未享用完的年假在离职/退休时按员工的月度工资总额/30\*未享用天数折现。
- 3) 当年度未享用完的休闲假/带薪病假在第二年可按员工的月度基本工资/24\*未享用天数折现。

- 4) 当年度未享用完的休闲假/带薪病假在离职/退休时不再折现。

- 5) 公司确保每年折现未享用完的年假/休闲假/带薪病假。

- 6) 超过假期天数的休假将被计为旷工并扣除工资。

### 5、产假：在公司服务超过 6 个月的所有女性员工可享用十六周产假，并享受以下福利。

- 1) 在公司服务超过 6 个月的所有女性员工可享用十六周产假，并享受福利。
- 2) 在生产时已有两孩及以上在世的女性员工只可享用产假，公司不承担产假期间的基本工资。

3) 产假工资的计算基准为产假前 3 个月的平均总收入，含月度工资、加班费和节日奖金。

- 4) 有资格的女性员工将得到按上款标准计算的 16 周收入。

- 5) 上述 16 周收入的一半将于产假前获得，一半将于回到产假结束回到工作岗位后获得。

- 6) 所有女性员工应将包含预产期的医生诊断书提交给人力资源部。

- 7) 员工应在产假 15 天前申请产假，并得到公司管理层批准。

- 8) 产假起止时间内的双休日/国定假日计算在产假时间内。

6、国定假日：所有员工可享用公司管理层发布的国定假日清单上的国定假日。国定假日为政府指定的节日。国定假日为有薪假期，在开斋节和宰牲节部分员工享用节日奖金。每次节日奖金为一个月基本工资。入职未满 6 个月的员工将按入职天数比例折算节日奖金。

外派员工享受当地假期，每年春节期间外派满一年的中国外派员工可享受连续 11 天假期（其中含 3 天路程假），未满一年的中国外派员工按外派时间比例折算。中国员工的假期也需要直属领导/部门经理事先批准方可使用。

- 7、双休日：周六和周日（研发）或周五和周六（技术）为双休日。员工如因特殊情况

需要，经直属领导/部门经理事先批准在双休日加班的，可享受双倍基本工资的加班费或在30天内休等同于加班时间的假。

8、旷工：如未使用以上任一假期而缺勤，则被计算为旷工。旷工时间段内员工不能得到所有工资，按月度基本工资/30\*旷工天数计算旷工扣除工资。

9、调休：研发员工可经直属领导/部门经理事先批准把指定工作日（周五）与双休日/国定假日调换，每年调休次数不得超过12次。要调换的2个日期需要在一个月内。

第十三条 休假召回：部门经理可根据实际工作需要，召回正在休假的员工。如员工拒不执行，可按旷工处理。

第十四条 公司有权修改、新增或废除本制度。



上海博达通信科技有限公司  
2025年1月1日

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## Attendance Management Policy of Shanghai BDCOM

### Bangladesh Representative Office (2025)

**Article 1:** This policy applies to all employees in Shanghai BDCOM Bangladesh excluding of any outsourced employees.

**Article 2:** This policy is designed to offer comprehensive guidance to all Shanghai BDCOM Bangladesh employees and establish a framework for attendance and various types of leave entitlements, in order to standardize the company's attendance management, work procedure and ensure the smooth operation of the company.

**Article 3:** The HR department is responsible for the summary of attendance. The HR department in headquarters is responsible for supervising attendance management. The approved attendance records will be used in salary payment.

#### **Article 4:** Working Hour

The company's regular business hours are from 7:30 to 18.00 from Monday to Friday for R&D employees or from Sunday to Thursday for APAC employees, You can choose any 9 consecutive hours from any 15 minutes in the range from 7:30am to 9:00am

There is 1 hour break on Monday to Thursday. And 1.5 hours break on Friday.

#### **Article 5:** Attendance Guideline:

- a) The company implements an attendance system for employees and Punch IN and OUT is mandatory for every individual (except some department i.e. Sales team or position which is approved by the Management). Any employee in Sales team or any position which is approved by the Management is not necessary to Punch IN and OUT. Therefore, the attendance and leave policies in this regulation do not apply to Non-Punching employees. However, he/she is still need to follow the attendance policy for him/her.
- b) Any employee in Technical Support team will have a flexible working time per their working nature. They will have 09 hours between Punch IN and OUT.
- c) Employees who are late or need to take leave during working hours are required to record their entry and exit by punching In and Out when they enter or leave the company premises. If there are any problems with the attendance system, employees should promptly notify the HR department. Otherwise, it will be considered as an absence.



- d) If any employee fails to IN punch or Out Punch, then he/she should inform his/her manager or Department Head by email/SMS/ mobile phone and take approval and forward it to the HR department to update manually in the system. This facility is allowed for **once a month** to avoid penalty. After that half day leave will be applicable for each missing IN punch or OUT Punch. If anyone missed to inform to HR department, then half day leave will be automatically deducted from leave balance.
- e) If an employee consistently fails to IN punch or OUT Punch for three such instances in a calendar month or ten such instances in a calendar year, the management reserves the right to issue a **warning letter** to inquire about the reasons behind this behavior. Warning letters for any causes may occur to instant dismissal of the employees.
- f) In order to go out of the office for official work /visit or meeting inside Dhaka city or outside Dhaka city, every individual will have to inform his or her supervisor and take the supervisor's approval in prior and forward it to HR department to **record as business trip** accordingly.

**Article 6:** Late Arrival and Early Departure:

Late Arrival: The latest start work time is 9 o'clock(excluding 9 o'clock), it is counted as late if you arrived late than 9 o'clock.

Early Departure: If the effective working time(Time diff between check-out and check-in) is less than 9 hours, it is counted as early departure.

- a) The employee need report to his Supervisor/ H.O.D./ Manager by email/SMS/electric medium and cc it to HR, otherwise, Full day leave will be deducted for that day or absence deduction shall be implemented.
- i. The late time isn't more than 1 hour, 1/4 day shall be deducted from the individual leave balance
  - ii. The late time isn't more than 2 hours, 1/2 day shall be deducted from the individual leave balance
  - iii. The late time is more than 2 hours, It'll be treated as absenteeism.
  - iv. Deduct from salary if any leave balance is not available
- b) Early departure is not allowed in regular cases. If any employee intent to leave office earlier due severe reason, then he/she must take Half day leave and take approval



from Supervisor/H.O. D/ Manager by email/SMS/electric medium and forward it to HR department to update per leave policy.

If any employee does late arrival/early departure for **3 days or more** days in a month, or **15 days or more** days in a year, the management has right to serve **warning letter** with **7 days suspension** from his work and Termination/ Discharge decision can be taken by management as per local law, if employee can't explain for the reason of the habitual behavior.

**Article 7:** Extra Duty Hours and Benefits

a) Company encourages its office staff complete their assigned task within the normal office hours. In case of any pending work or urgency, office staff may work beyond the normal working hour to complete their assigned task but no compensation will be made for the extra time work in a normal working day without prior approval from H.O.D/ Manager/Supervisor. For performing extra work in office days with prior approval, employee may get compensation as double of his/her hourly wage.

***Note: Maximum 02 hour is acceptable as per law to perform extra duty after 9 hours regular office each working day with prior approval.***

b) Company discourages our employee to work on national holiday or festival day or weekly off but in case of urgency or to complete any pending work, employee may need to work on holiday or festival day or weekly off. For working on holiday or festival day employee may apply against work performed in a holiday or festival day or weekly off.

**Article 8:** Procedure of Extra Work:

a) For Regular Office Days: Employee shall take prior approval from Manager/Supervisor to perform extra work in regular office day (i.e: Monday-Friday) and fill-up the "Extra Duty Application Form" and put the actual hours in the form and take signature from the supervisor/Manager and submit it to HR department within 03 working days after performing the extra work.

b) For Weekly off/Holiday/Festival Day: Employee shall take prior approval from Manager/Supervisor to perform extra work in any Holiday/ Off day and his work can counts as overtime



- c) Overtime work must be a minimum of one hour, and the final time will be rounded up to the nearest entire hour for regular working days.
- d) Extra work must be a minimum 4 hours for Weekly off/Holiday/Festival Day.
- e) Employee must have the Punch IN & Punch Out during Weekly off/Holiday/Festival Day duty. Otherwise, LL or Extra Duty Allowance shall not be considerable.

**Article 9: Leave Calculation**

Leave shall be calculated / allocated for a calendar year i.e., January to December of every year.

**Article 10:** Leave is a privilege and has to be sanctioned to any employee with a mutual understanding between employee and the management. According to policy, all BDCOM employees who qualify for leave are given it for a number of reasons, including family obligations, leisure and recreation, illness, etc. Employees who are appointed during the course of the year shall be entitled to the above leaves rounded up on pro-rate basis.

**Article 11: Type of Leave/Holiday:**

- i) Casual Leave (CL)
- ii) Sick Leave (SL)
- iii) Annual Leave / Earned Leave (AL)
- iv) Maternity Leave (ML)
- v) Festival / National Holiday (F)
- vi) Weekly Off (W)
- vii) Absent (A)
- Viii) Replacement Leave / Leave in Lieu (LL)

**Article 12: Leave Policy**

- i) **Casual Leave:** All employees are entitled to avail 10 (Ten) days casual leave (CL) with full pay in a calendar year.
  - a) A minimum of .50 (Half) CL can be availed and a maximum of 2 (Two) days can be taken in a row. On Special situation CL may be extend beyond two days with the special prior approval from the respective MANAGEMENT.
  - b) It is up to the Management's discretion to sanction more than 2 days of CL at a stretch.



- c) Weekly off / Festival / National Holiday / Any declared Holiday falling in between CL will not be counted as part of casual leave.
- d) Balanced CL remaining unutilized as on 31st December will not be carried forward to the next year.
- e) When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified and the approval for leave shall be taken from the respective MANAGEMENT's on the same day through phone/email/sms. The approval shall be forwarded to HR department through email/leave Card/Application/Electronic System within the same working day after resume to work.
- f) Casual leave can't be availed for recreation purposes.
- ii) **Sick Leave:** All employees are entitled to avail 14 (Fourteen) days sick leave (SL) with full pay in a calendar year.
  - a) A minimum of .50 (half) SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser.
  - b) If SL extends beyond 2 days, it has to be accompanied with a Doctor's certificate with recommendation for rest.
  - c) In case adequate number of SL is not available with an employee, he can club AL with it. If AL is also not available, then it will be treated as loss of payment (LOP) or absent.
  - d) Weekly off / Festival / National Holiday / Any declared Holiday falling in between SL will be treated as part of leave.
  - e) Balanced SL remaining unutilized as on 31st December will not be carried forward to the next year.
  - f) When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified and the approval for leave shall be taken from the respective MANAGEMENT's on the same day through phone/email/sms. The approval shall be forwarded to HR department through email/leave Card/Application/Electronic System within the same working day after resume work.
- iii) **Annual / Earned Leave:**
  - a) All employees who has completed 1 (One) year continues service are entitled to avail 18 (Eighteen) days Annual / Earned leave (AL) with full pay in a calendar year. However, for



newly joined employee, he/she can not be entitled to avail the Annual / Earned leave (AL) within his/her first complete year.

b) All employees except Non Punching employees are entitled to avail 18 (Eighteen) days Annual / Earned leave (AL) with full pay immediately after his/her first year's tenure. His/Her Annual / Earned leave (AL) of current year on 31st December (AL) will be calculated pro-rate basis.

c) A minimum of .50 (Half) AL can be availed & a maximum of 10 (Ten) days leave can be taken in a row. In exception like Sick Leave, sub section – c, maximum limit for AL could be considered upon management approval.

d) AL can be availed only on prior approval from management. Approval has to be taken 5 days prior and need to be addressed to HR department.

e) Weekly off falling in between AL will be not treated as part of leave for weekends or Festival/National Holidays.

iv) **Leave Encashment**

a) Balanced AL remaining unutilized as on 31st December will be encashed with the formula of Monthly Gross / 30 \* AL remaining days in the next year.

b) Balanced AL remaining unutilized will be encashed with the formula of Monthly Gross / 30 \* AL remaining days because of resignation or retirement.

c) Balanced CL/SL remaining unutilized as on 31st December will be encashed with the formula of Monthly Basic / 24 \* CL/SL remaining days in the next year.

d) Balanced CL/SL remaining unutilized will not be encashed because of resignation or retirement.

e) Balanced CL/SL/AL will be encashed in a yearly basis.

f) Any absence of more than the number of given Leave sanctioned will be treated as absent unless given valid reasons to the management.

v) **Maternity Leave:** All female employees who has completed 6 (Six) month continues service are entitled to avail 16 weeks of Maternity Leave (ML) with benefit as per below provisions.

a) All female employee who has served for minimum of 6 (Six) months continues service can avail this Maternity Leave with benefit as per rules.



b) No maternity benefit shall be payable to any female employee if at the time of her confinement, she has two or more surviving children but, in that case, she shall be entitled to the leave to which she would otherwise be entitled.

c) The benefits for maternity leave shall be calculated based on the average rate of payment per day for preceding 3 (Three) months total earnings. Earning shall include Gross Salary, Overtime if any, Eid bonus and any other special allowance.

d) Eligible female employee will get a sum of 16 weeks average earnings as explained in section iv-c.

e) Half of the total benefit shall be paid to the eligible employee before going for maternity leave and the rest amount shall be paid to her after rejoin to work.

f) All female employees shall inform HR department regarding the confirmation of their pregnancy with doctor (gynecologist) certificate mentioning the EDD date (Expected Delivery Date).

g) To avail maternity leave & benefit, employee shall apply with a written application authorized by MANAGEMENT and shall submit the application to HR department 15 working days prior to the start date of Leave.

h) Weekly off / Festival / National Holiday / Any declared Holiday falling in between ML will be treated as part of leave.

vi) **Festival / National Holiday:** All employees are entitled to avail Festival Holiday as per the declared list of holidays by the BDCOM Management for a calendar year. All festival holiday will be in line with Government declared holiday. Festival leaves are paid holiday and only during 2 (Two) Eid Festival (Eid-ul-Fitre & Eid-ul-Adha) for eligible employees only will get 2 festival bonuses. The amount of each festival bonus will be the basic salary. To avail a full Eid bonus (full basic) employee has to complete 6 (Six) month continues service. Employee served for less than 6 (Six) months will also get pro-rate basis Eid bonus i.e., for each Eid basic Salary to be divided by 180 days and multiply by the working days including weekly off, holiday, festival holiday, any kind of leave etc.

Expat employees located in Bangladesh may enjoy local holidays. Chinese employees who have been deployed in Bangladesh for more than one year are entitled to 11 consecutive days of leave including 3 days trip during the Spring Festival period. For Chinese



employees less than one year, the leave will be calculated on a pro-rate basis. Also, they shall take leave approval from Management prior to avail the leave.

vii) **Weekly Off:** Saturday & Sunday for R&D employees and Friday & Saturday for APAC employees will be considered as weekly off. Employees engaged with critical functions, urgent project requirement, etc. may need to work on weekly off on Friday or Saturday with the approval of Supervisor/Manager in prior where as a result of working on a weekly off day the respective eligible employee will be entitled for overtime double the rate of his/her basic salary or a compensatory leave will be provided within next 30 days. (\*\* OT Policy Applicable)

viii) **Absent:** Being absent in workplace will be considered as absent only when the particular absent date will not be authorized as applicable leave or holiday or other terms used in this policy. During the period of absent, the employee is not entitled for any pay i.e., basic salary. The calculation for absent deduction will be monthly basic salary divided by 30 days multiply by total absent days.

ix) **Replacement Leave / Leave in Lieu:** The designated working days and weekends/national holidays can be exchanged for R&D employees with the prior approval from his Supervisor/ H.O.D./ Manager, and the maximum number of LL is limit to 12 times. The 2 dates to be replaced need to be within one natural month

**Article 13:** Leave settlement during resignation / retirement / termination: If an employee to be released from job has availed more number of CL/AL/SL against the number of months he has worked, then the excess CL/AL/SL will be adjusted during his final settlement. AL for the days worked till the employee's date of relieving will be calculated and paid during the final settlement as per rules of AL, provided he / she fulfill AL eligibility criteria.

**Article 14:** Cancellation of Leave: The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules relating to absence from duty will be applied.

**Article 15:** Extension of Leave: As it is necessary to get prior approval for leave so, it is also for extension of leave. The employee has to apply to his/her department head for



extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no any information to Line Manager / HOD in written application/email/sms.

**Article 16:** Management reserves the right to amend, modify, relax and withdraw above said policy as per the need of the organization without any prior information/notice.

Shanghai BDCOM Information Technology Co., Ltd.

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