**Paragraph I**

**ATTENDANCE FOR ALL EMPLOYEES**

All employees are required to be present in office just in time according to the working hours without exception.

Every arrival time is required to be recorded in attendance machine available.

Every leaving time is required to be recorded in attendance machine available, without exception

Regulation of working hours ( Attendance )

Phase I : 8.30 – 17.30 WIB

Phase II : 9.00 – 18.00 WIB

Every departments are able to define working hours according to the rules mentioned above (not all employees are allowed to take work time phase II)

The regulations under **UU No. 13 Tahun 2003** , as follows :

Paragraph 27

ATTENDANCE

1. Employees are required to follow the working hours predefined by the company
2. Every employees are required to fill up the attendance list in attendance machine available according to arrival time and leaving hours and must be submitted/filled up by the employee itself
3. Every employees that somehow must be coming late to the office or don’t show up at all because of sick or any other reasons, are required to ask for permission/ report themselves to the supervisor or to the director.
4. Tardiness or absence one day full is considered as violations of discipline, except with acceptable reasons and already asked for permission from the supervisor or the director.
5. Further provisions regarding this regulation will be arranged in separate Decree.

Paragraph 28

ENUNCIATION OF ABSENCE

Absence without permission, is required to fill the certainty mentioned below :

O the day the employees come to the office, they are required to submit the responsibilities, as follows :

* If sick, submit the reference from doctor and attached with copy of prescription
* If employee must do the authorities summons, submit the summons letter

Paragraph 29

DEFAULTERS

* Unable to hold responsible of their absence as what it says in Paragraph 27 Clause 3, employees considered defaulters
* If employee is defaulters, and when the paycheck time comes, the employee wages will not be paid full with the calculation i.e. 1/25 X monthly wage for every time defaulters
* Defaulters for 5 (five) times in a row and had been called by the company for 2 times, then the company is able to do work termination with resign qualification, based on the Constitution applicable

Paragraph 30

WARNING LETTER

Written warning letter is given to every employees which violates the company order.

1. To all employees which violates the company order will be given written warning letter i.e.:
2. Warning letter I
3. Warning letter II
4. Warning letter III
5. Warning letter does not need to be given according to sequences, but it is based on the size of the mistakes that employee does.
6. Concerning which includes in violation of orders, are:
7. Often coming late or often coming home before the determined time
8. Not comply with the provisions of safety, guidance from Supervisor and etc.
9. Reject decent command
10. Do responsibility recklessly
11. Not able to do the job even though have been tried in various divisions
12. Each warning letters has validity period for 6 (six) months.

If after the Warning letter II / Warning letter III, the concerned is still making mistakes, then the company is able to terminate the work carried out in accordance with the procedure of UU No. 13 Tahun 2003.

Paragraph 2

FURLOUGH AND RESIGNED

Every employees that wanted to have furlough, are allowed to ask for furlough 1 (one) week before the furlough date. Employees that wanted to resign from the company, are allowed to request for the permission 1 (one) month before, if the request is suddenly done or less than 30 days, then the company is not obliged to pay the rest of the wages.

Paragraph 3

ORDER AND NEATNESS

1. Every employees must be seated on their chair/work desk during the working hours except for special requirement that cannot be done on their own desk or with the permission from the supervisor.
2. Every employees are not allowed to have any kinds of food other than the interlude determined
3. Every employees are not allowed to talk about stuffs that are not related to work issues with other employees, making noises, or talking so loud which can disturb the other employees concentration.

PROVISIONS WITHIN WORKING HOURS :

In working hours is not permitted / prohibited :

* out of the office without permission from superiors
* listen to music in any form
* using computer facilities for playing games , VCD , CD or other games , if it is violated the employee will be sanctioned by either oral or written reprimand or suspension.

Paragraph 4

SANCTIONS

To all employees who does the violation of things mentioned above in Company Regulation and Specific Company Regulation can be penalized to sanctions in the form of verbal or written reprimand or suspension, as follows:

* To all employees that known as guilty for record List of attendees card to attendance machine which not belongs to them/someone else’s list of attendees card, will be given a Warning Letter.
* Every absences with no acceptable reason will be counted as entitlement. If employee does not come to the office / 1(one) day absent without acceptable reason, the entitlement will diminish from 12 (twelve) days of workdays into 11 (eleven) workdays and so on.

Paragraph 5

CLOSURE

This Specific Regulation is made in order to improve employee discipline, and the authority of the company so that can be obeyed by all employees in PT Hanindo Express Utama.

Jakarta, March 18, 2015

PT HANINDO EXPRESS UTAMA

**SINGGIH Y**

**Direktur**