

HOUSE OF FRASER

TIME & ATTENDANCE – CONCESSIONS AND CONSULTANTS

1. PURPOSE

The Time & Attendance system endeavors to ensure adequate staffing levels allowing maximum coverage at all times providing the highest standards of customer service. The system records accurate data of the working hours undertaken so that efficient productivity can be maintained.

2. PRINCIPLES

This applies to all company employees as well as concessions and consultants, working within stores, with the exception of security and cleaning staff.

This policy should be read in conjunction with the Time & Attendance Procedures which are available on the Intranet.

It is your responsibility to make every effort to attend work on your department during agreed scheduled/contracted hours. The Time & Attendance system records daily attendance during each shift, through the use of the COPOS system.

3. PROCEDURE

You should use your COPOS swipe card at a till point to register the start and finish time of your shift. If you experience difficulty in, or fail to swipe at any of the times outlined, you should notify your Sales Manager as soon as possible.

Managers may use their discretion to determine whether or not times should be adjusted and/or whether further action may be appropriate.

Swipe cards should not be given to colleagues to register time and attendance at work. If you lose or forget your swipe card you should inform your Sales Manager as soon as possible so that a replacement card can be issued and attendance can be manually recorded in the interim.

Sharing User ID and/or swipe cards is considered a serious breach of company policy. In some cases, further action may also be taken by your employing company.