

## Timekeeping Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

### 1 Introduction

- 1.1 This policy sets out the organisation's approach to timekeeping.
- 1.2 Good timekeeping is important as it increases our productivity and demonstrates that you can be trusted and that you are committed to your role.

### 2 Your hours of work

- 2.1 Your contract of employment defines the minimum hours of work that you are required to work, including your start time, finish time and your entitlement to a lunch break.

### 3 Your responsibility

- 3.1 You are responsible for ensuring that you observe your hours of work.
- 3.2 Where, for any reason, you realise that you are likely to be late for work, or to a meeting or other work commitment, you must contact your Line Manager as soon as possible to explain the situation.  
*This includes where you are working remotely and your virtual attendance at the meeting is required.*
- 3.3 We understand that circumstances outside of your control can cause poor timekeeping, for example if a traffic accident has caused long delays on the roads or there has been disruption to public transport.
- 3.4 However, a high volume of traffic causing delays or disruption to public transport that are a normal or regular occurrence, or which can reasonably be anticipated, will not be regarded as a valid reason for poor timekeeping.
- 3.5 If it has been authorised for you to work remotely and you are attending a meeting virtually, we also understand that technical difficulties are always a possibility. However, we expect you to do what you can to anticipate and mitigate any potential issues in advance. This includes preparing for the meeting by checking a few minutes in advance of the start that the platform that you are using is working.

### 4 Support

- 4.1 You should contact your Line Manager if you require support to help you improve your timekeeping.

### 5 Persistent poor timekeeping

- 5.1 Repeated or persistent poor timekeeping (for example regularly starting work late, overstaying or taking too many breaks, finishing work early or frequently attending meetings late) without good reason will be viewed as misconduct and in such circumstances, we will instigate the disciplinary procedure.

### 6 Review

- 6.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

### 7 Definitions

- 7.1 The Foundry ("we", "us", "our")
- 7.2 The Employee ("you")

**Document control box**

Policy title:	Timekeeping Policy
Date approved:	January 2025
Approved by:	Chief Executive Officer
Version:	1.1
Supersedes:	NA
Next review date:	January 2027
Lead contact:	Chief Executive Officer