

I'm not robot!

**Introduction**  
The [company name] dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

**Who does this policy apply to?**  
The [company name] dress code policy applies to [which positions this applies to].

- [Company Name] Dress Code Policy:**
- Employees are expected to dress in [casual, business casual, smart casual, business] attire unless the day's tasks require otherwise.
  - Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
  - Clothing with offensive or inappropriate designs or stamps are not allowed.
  - Clothing should not be too revealing.
  - Clothing and grooming styles dictated by religion or ethnicity are exempt.

**Dress Code Violations**  
Managers or supervisor are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.



**Sample Letter #1**

Date

To

**RE: Absenteeism**

Further to our meeting on (date), this letter will confirm that during the past (number) weeks you have been absent due to illness on (number) occasions for a total of (number) days. A listing of these specific days and occasions is attached for your information.

As discussed, such absences have a detrimental impact on the department's ability to provide the service to the public for which we all are responsible. If there are reasons for your absences that you feel are personal or confidential, I recommend that you contact Employee Assistance Program Services at 392-6633.

Given the importance of regular attendance, I would encourage you to work towards improving your attendance record and I would be pleased to assist you in achieving such improvement.

**\*\* (Optional paragraph)** (Summary of any course of action agreed to (e.g., Employee Assistance Program, etc.) or commitments made by employee to address absenteeism concerns).

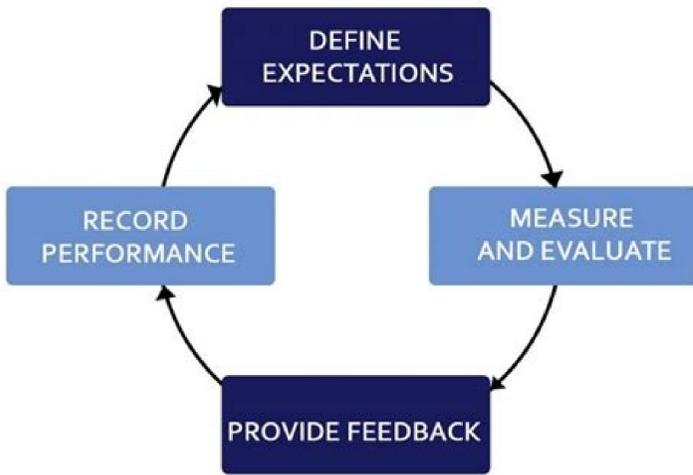
Yours truly,

Supervisor's Signature

Attachments: List of occasions/days  
Policy Statement

cc: Employee file

# COMPONENTS OF PERFORMANCE APPRAISAL



What is the importance of punctuality. Importance of attendance and punctuality in the workplace. What are the benefits of punctuality. Benefits of punctuality in the workplace. Importance of punctuality in the workplace ppt. Importance of punctuality in office. Why punctuality is important at work.

It doesn't matter how smart, capable and competent you are. If you're habitually late, be it to work or on deadlines, you run the risk of undermining your professional reputation. Chronic lateness is frowned upon in the Gulf and it was apparent when His Highness Shaikh Mohammad Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai, recently made surprise visits to local government offices. The Shaikh is known for his early-morning excursions to get up to speed firsthand on whether the offices are working up to Dubai's globally-admired standards. As his office tweeted later: "Timeliness starts at the top and we won't go after employees when their bosses aren't there." Punctuality isn't a courtesy; it's a must at the workplace. We give seven reasons for being on time, every time: It shows that you are a true professional. Most professionals, be they employees or managers, have one thing in common: they make punctuality a priority. This one habit helps you stand out as a reliable and trustworthy person, one who's dependable and can be relied on to deliver on time. It increases your credibility. You may think your job security is based on your performance but that's not the only thing that matters. Benjamin Franklin said it all when speaking to an employee who was always late but always ready with an excuse: "I have generally found that the man who is good at an excuse is good for nothing else." It reveals that you respect other people's time. When you are punctual, it reveals that you respect others' time and consider them significant. This trait reflects not just your level of commitment, but also the level of respect that one has for his employers and fellow employees. It ensures that you are not stressed. Stress is the number one complaint at the workplace, and being on time can reduce work-related stress. Constantly being late means rushing and scrambling to catch up with deadlines and pending work. It not just leads to poor workplace performance; it makes your team and superior anxious and uncomfortable. It enhances your and the team's productivity. Being punctual ensures that you get your project done on time and - in an interdependent work environment, ensures that the rest of the team does their bit in time, too. Miriam Dishon-Berkovits and Meni Koslowsky wrote in their paper, Determinants of Employee Punctuality, that a tardy employee "may have a negative influence on employees who arrive on time, specifically on those who have to 'cover' for him or her." It makes you synonymous with integrity. In the dog-eat-dog world of being punctual singles you out as someone with a plethora of positives. It shows that you're dedicated to the job, interested in your work and keen to take on more. Over time, it also improves your work ethic. It can help you get ahead. Your performance and skills do matter but punctuality may also help you scale the ladder of career advancement. Diana DeLonzor, author of Never Be Late Again: 7 Cures for the Punctually Challenged, writes that managers are less likely to promote employees who are perennially late. A few minutes here and there may not seem like much but in the long run they could add up and affect your job. Majority of the respondents in a York College of Pennsylvania study titled Professionalism in the Workplace said that the best way to get dismissed from a job is to have poor attendance and "a lack of punctuality". We would do well to remember Shakespeare: Better three hours too soon than a minute too late! Which kind of unpunctual personality are you? Diana DeLonzor, author of Never Be Late Again: 7 Cures for the Punctually Challenged, classifies "late" people into seven types: The Deadliner Enjoys the rush of the last minute. The Producer Loves to get as much done in as little time as possible. The Absent-Minded Professor Gets easily distracted and shifts focus. The Rationalizer Never fully admits to her lateness. The Indulger Lacks discipline and self-control. The Evader Attempts to control feelings of anxiety, low self-esteem by being late. The Rebel Is always late to assert power. Find more advice on how to be efficient at work, click here. By Angela Kambouris: Managing your reputation is critical for success in the workplace. In a competitive job market, punctual employees are often seen as more dependable and consistent in comparison to a worker who is always late and rushes through deadlines. The one who is late, usually does not have time for preparation, can lower the morale of the workplace and sends a message of irresponsibility. Richard Branson shared a story that when he was a teenager, he had kept his father waiting for an event, and his father pulled him aside and said: "is your time so much more important than everybody else's here, that you can so casually be late?" To date, Richard Branson has not been late when it has been in his control. Thomas Chandler Haliburton once said that "punctuality is the soul of business". Punctuality shows that you are serious, organized and respectful of other people's time and their value. Punctuality conveys dedication towards your role, honoring the responsibility and builds a positive image of commitment and professionalism. Punctuality is an Excellent Human Virtue. Being punctual speaks of a person's respect for others. When we give respect to others, we can earn it in turn. Being on time demonstrates meeting deadlines, timeliness and assures clients they can count on you to get the job done. When you are on time for meetings, conference calls, and shift changes, you demonstrate to others that you have team-centered work goals and you respect co-workers and clients. Your willingness to make every effort to complete your work on time, helps you establish your reputation as a dependable and consistent worker. As a leader, you demonstrate that you value employees as a member of the team, and you are committed to their success. Being on time demonstrates integrity. Leaders must say what they mean and mean what they say. They live up to their word and follow through on commitments. By arriving on time and delivering your commitments demonstrates that you are dependent and can be trusted. This leads to growth. The Impact of Being Late. Being on time, or not, is based on your values. The Blue Jeans Network reported that 81% of meetings fail to start on time. When a leader establishes a pattern of accepting tardiness, productivity decreases, and time is wasted for other people. ABC News reported that 15-20% of the U.S. population is consistently late. Here are several negative effects that a lack of punctuality can have on others. When leaders arrive consistently late, they can signal to others that you lack the ability to self-control and project incompetence. People will often construe lateness as a form of rudeness to those who are waiting for you. People may perceive that you don't value their time, therefore not valuing them. An internal and external chaos may be created within the leader as a result of not being punctual. This can be reflected in how you conduct yourself during your meeting. When leaders are consistently late or excessively tardy, your working relationships with colleagues, clients and managers can be strained. When the lack of planning impacts on the amount of time you need to do your work, something will fall through the cracks or be left undone. By decreasing the amount of time for you to deliver your role, you increase the chances that you will make mistakes and miss deadlines. If you don't finish assigned tasks, your productivity and performance can suffer. If you can't be trusted to be on time, why would a client trust you with their money? Nobody wants to start a business meeting with an apology. Being on time places you in a position of being calm and collected and allows you to make a great impression by showing the other person you respect their valuable time. 7 Tips to Help Increase Punctuality. If you find yourself being guilty of consistently being late, then there are things you can shift to adopt the habit of being on time. 1. Make a Conscious Decision to Be on Time. The first step is recognizing that you have a punctuality problem. Acknowledging that you have developed a bad habit, allows you to make an informed decision to shift the negative impact

on your career and your relationships. 2. Shift Your Mindset Being early is a sign of being organized. It demonstrates that you have respect for others. By shifting your thinking to "all important people are punctual" will change your thinking and place you in a prime position to demonstrate how you value others and yourself. 3. Recognize Why Being Punctual is a Priority When you want to create a new habit, having clarity as to the reasons why you want to build that practice will assist you in adopting a new habit and making it stick. One way is to identify what the costs are if you continue to keep the pattern and then on the flip side what you will gain by breaking through tardiness. Some examples may be - 'being on time may reduce your stress, reduce friction with your co-workers and reinforce to your manager that you are committed to your role and reliable'. This could place you in a position for a promotion. Get clear on the benefits as they will support you to stay in your lane. 4. Determine How Long It Takes to Perform Certain Tasks Often people who arrive late to work, struggle to determine how long it takes them to perform specific tasks. For instance, it may take them 30 minutes to get ready in the morning when the reality is it takes them a lot longer than that. One way to break through maybe to identify all the tasks that you need to complete in the morning to arrive on time for work. An alternate way is to invest a week tracking how long it takes to complete each of these tasks, to determine accurately how much time is required for you to arrive at your morning destination on time. Set up reminders for appointments an hour before you must leave and incorporate a 15-minute reminder before you must go. Timers can be gold as a prompt to keep you focused on where you need to be. 5. Morning Rituals Preparation is the key to punctuality. One way to place you in a prime position to arrive on time at work is to set yourself up from the night by organizing what you will wear, organizing breakfast and preparation of meetings. Give yourself enough cushion time in case something goes wrong. The best strategy to avoid being late is to plan to be early. Today, there are so many technology options to remind yourself to stop doing something else and begin your next activity on time. 6. Triggers Initiate Habits Identify the situations that lead you to decide, rather than reacting to a request. By hitting the pause button, you allow yourself to breathe and consider an alternate response. A response may be "let me check my calendar and get back to you". Slow down your brain and do a reality check. When you hit the pause button, it allows you to identify your current priorities, especially when your calendar is full. No one can do everything. Saying no can be a challenge; however, when you recognize the triggers that lead you to over-commit, you can make wiser choices. 7. Be Brutal with Your To-Do List If your schedule is unrealistic, how could you be on time for anything? Sometimes it is better to say 'no' to something rather than say 'yes' to appease others and be late. Once you identify what your list looks like, ruthlessly cut out anything that is not a priority. One strategy is using the Eisenhower matrix for organizing tasks and acting. By using the matrix, you separate your actions based on 4 options: Important but not urgent tasks that you can schedule laterUrgent, but not crucial as the tasks you can delegate to someone elseNeither urgent nor important, therefore you will have tasks that you can eliminate. The beauty of this matrix is that you apply it to broad productivity plans such as 'how can I spend my time each week?' right through to smaller, daily plans to 'what must I do today?'. Making Punctuality a Priority in the Workplace Being on time takes a little planning. When you care about being somewhere, you will make it happen. When employees are on time, it communicates to others that they can trust and rely on you. It offers insight into how you view yourself and others. Learning the importance of punctuality or being consistently on time, or perhaps even early, is a simple way to distinguish yourself apart from the crowd. Are you interested in making your workplace more efficient? Check out what Eden's Workplace Management Platform can do for your office.

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