
 <p>UR ADVISORY GROUP مجموعة أور الإستشارية</p>	UR Document Management System (DMS)		Page 1 of 2
			Issue: A
	Policies Management UR- P -004		Rev. : 0
			Date: March, 2024

‘Attendance Policy’

March, 2024	A	UR- P -004	ISSUE FOR USE	COO	CEO
DATE	ISSUE	Doc .No	ISSUE DESCRIPTION	PREPARED	APPROVED

1. **Purpose:** The attendance policy at UR Advisory Group is designed to ensure the effective delivery of training programs and to promote a positive and productive learning environment for all participants. Regular attendance is crucial for the success of our training initiatives, and this policy outlines the expectations and procedures related to attendance.
2. **Attendance expectations:** Participants are expected to attend all scheduled training sessions, workshops, and related activities. Punctuality is also essential to maximize the learning experience and minimize disruptions for both the participants and trainers.
3. **Notification of absence:** If a participant is unable to attend a scheduled training session or is going to be late, they must notify the appropriate point of contact within the company as soon as possible. This notification should include the reason for the absence and an estimated time of arrival if applicable.
4. **Excused absences:** Excused absences may be granted in cases of illness, family emergencies, or other unforeseen circumstances. Participants are required to provide supporting documentation for excused absences when possible.
5. **Unexcused absences:** Frequent or unexcused absences may impact a participant's ability to successfully complete the training program. UR Advisory Group reserves the right to take appropriate action, including but not limited to counseling, additional training requirements, or withdrawal from the program.
6. **Make-up sessions:** If a participant misses a session due to an excused absence, UR Advisory Group will make reasonable efforts to provide materials, recordings, or alternative resources to help the participant catch up on the missed content. However, it is the participant's responsibility to proactively seek this information.
7. **Tardiness:** Participants are expected to be punctual for all training sessions. Habitual tardiness may be addressed through counseling, and repeated instances may impact a participant's ability to successfully complete the training.

 <p>UR ADVISORY GROUP مجموعة أور الإستشارية</p>	UR Document Management System (DMS)	Page 2 of 2
		Issue: A
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8. Record keeping: UR Advisory Group will maintain accurate attendance records for all participants. These records may be used to assess progress, evaluate participant engagement, and address any attendance-related concerns.
9. Review and revision: This “Attendance policy” may be reviewed periodically to ensure its effectiveness and relevance. Any updates or revisions will be communicated to all participants, and the most recent version will be made available through the company's communication channels.
10. Conclusion: By adhering to this “Attendance policy”, participants contribute to a positive and effective learning environment. UR Advisory Group values the commitment of participants to their professional development and looks forward to a collaborative and engaging training experience for all involved.