

Verification & Proof of Attendance Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on attendance verification methods. Privacy laws and workplace surveillance legislation may apply. Ensure compliance with relevant laws before implementing verification systems.

1. Purpose

This policy outlines the methods [Company Name] uses to verify employee attendance. Verification supports accurate time records, prevents time fraud, and ensures employees are correctly paid for hours worked.

2. Scope

This policy applies to:

- All employees subject to time recording
- All verification methods used by [Company Name]
- All work locations

3. Why Verification?

3.1 Benefits

- Ensures accurate time records
- Supports correct payment
- Prevents time fraud
- Protects employees and employer

3.2 Fair Work Requirements

- Employers must keep accurate time records
- Verification supports compliance
- Records must be accurate and complete

4. Verification Methods

4.1 Photo Verification

[Company Name] may use photo verification at clock-in/out:

- Photo captured when clocking in/out
- Confirms identity of person clocking
- Prevents buddy punching
- Photos stored securely

4.2 GPS Location

- Location captured at clock-in/out
- Verifies presence at work location
- Not continuous tracking
- See Location-Based Time Tracking Policy

4.3 Geofencing

- Virtual boundary around work sites
- Must be within boundary to clock in
- Appropriate radius for workplace

4.4 Biometric Verification

If biometric systems are used:

- Fingerprint or facial recognition
- Ensures person clocking is the employee
- Data stored securely per privacy laws
- Consent obtained as required

4.5 Manager Verification

- Manager review of time entries
- Comparison with roster and observations
- Query of anomalies

5. Which Methods Apply

[Company Name] uses the following verification methods:

- [Photo verification / GPS / Geofencing / Other]
- Methods may vary by location or role
- You will be advised of applicable methods

6. Employee Obligations

6.1 Cooperation

- Enable required verification features
- Complete verification steps at clock-in/out
- Report issues with verification systems

6.2 Accuracy

- Do not attempt to bypass verification
- Do not assist others to bypass verification
- Report concerns about the system

7. Privacy Protections

7.1 Data Collection

- Only data needed for verification collected
- Collection limited to clock-in/out events
- No personal device data accessed

7.2 Data Use

- Used only for attendance verification
- Not used for other purposes
- Not shared inappropriately

7.3 Data Security

- Verification data stored securely
- Access limited to authorised personnel
- Retained only as required
- Deleted when no longer needed

8. Technical Issues

8.1 When Verification Fails

- Notify manager immediately
- Record time using alternative method
- Document the issue
- IT support available

8.2 Alternative Recording

- Manager manual entry
- Time correction request
- Paper record if systems down

9. Verification Failures

9.1 Investigation

Repeated verification failures may be investigated:

- Pattern of failures reviewed
- Technical issues ruled out
- Employee opportunity to explain

9.2 Consequences

- Deliberate bypass is serious misconduct
- May result in disciplinary action
- Refer to Time Theft & Fraud Policy

10. Concerns and Queries

- Raise privacy concerns with manager or HR
- Concerns treated confidentially
- Reasonable accommodations considered

11. Review

This policy will be reviewed annually or when verification methods change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Verification & Proof of Attendance Policy.

Employee Name: _____

Signature: _____

Date: _____