



ATTENDANCE AND ABSENTEEISM POLICY

Objective

This policy aims to set forth Company policy and procedures for handling employee absences and tardiness to promote the efficient operation of the Company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at the Company. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule.

Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. This policy does not apply to absences covered by leave.

Absence

"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The two types of absences are defined below:

- Excused absence occurs when all the following conditions are met:
 - The employee provides to their supervisor sufficient notice at least 48 hours in advance.
 - The absence request is approved in advance by the employee's supervisor.
- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify their supervisor with as much notice as possible, and no later than the employee's scheduled starting time on that same day. If the employee cannot call, they must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy. Employees with two or more consecutive days of excused absences because of illness or injury must give the company a doctor's certificate with a date of when you will be fit to return to work.

Tardiness And Early Departures

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time.

This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Actions

Excessive absenteeism without grounds is not acceptable and may result in disciplinary actions which may include a written warning, or suspension.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying their supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Review and Revision

This Health and Safety Policy will be reviewed annually, or more frequently, if necessary, to ensure its continued effectiveness and relevance.