

ATTENDANCE POLICY

WE SHOW UP.

It takes real teamwork to generate success. Having someone missing from the office or jobsite is like trying to play football without a quarterback.

As employee-owners, we expect you to show up for work and be prompt. The company does realize, however, that you may have a valid reason to miss part or all of a shift. When this occurs, you must contact your supervisor in advance.

Excessive absenteeism, unexcused absences, continually being late or leaving early, failure to call, or falsifying your reasons for being absent or late could result in disciplinary action, up to and including termination. You may be required to furnish documentation or proof for the absence to your supervisor.

IF YOU NEED TIME OFF OR WILL BE LATE TO WORK, PLEASE FOLLOW THESE PROTOCOLS:

- Request permission to be absent with as much advance notice as possible.
- If an emergency prevents you from calling in until after your shift has started, the circumstances should justify such late calls.
- If it should ever be necessary for you to ask someone else to notify your supervisor for you and they fail to do so, you will be held solely responsible.
- Unless there is a valid excuse for your inability to call to report an absence, the employee-owner could be subject to a warning notice.

If you are late for three (3) working days within any 90-day period, you could be subject to disciplinary action, up to and including termination.

If you are absent for three (3) consecutive working days without notifying your supervisor, you will be considered as having voluntarily resigned.

IF YOU HAVE ANY QUESTIONS, PLEASE CHECK WITH YOUR SUPERVISOR OR CONTACT A MEMBER OF THE HR TEAM.