

DEMERIT POINTS

- Our employee's satisfactory attendance is an essential factor in our Company's operation. The Company is designed to run with a full staff. If you do not report for work, it places an extra burden on your fellow TEAM members.
 - o If you were not an important member of the TEAM, you would not be here.

To assist you in understanding good attendance, we have developed the following guidelines:

1. If a newly hired employee accumulates three incidents of attendance infractions during their orientation period, the Company will terminate employment with the employee.
2. If an employee consecutively works for a ninety (90) day period, arrives to work on time and does not have any unexcused absences, one previously accumulated demerit will be waived.
3. **A progressive Counseling Program** is outlined below:
 - 3 occurrences – Verbal warning
 - 4 occurrences – Written warning
 - 5 occurrences – Written warning and Counseling Session
 - 6 occurrences – Results in Termination of employment

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- **Unexcused Absences:** Count as 1 occurrence (or demerit point)
 - **Tardiness, as well as leaving a shift before the scheduled time:**
 - o These both count as a ½ Occurrence (or 0.5 Demerit point)
 - o Tardiness, even one (1) minute late is considered being Tardy
 - o **As an Employee, you are expected to be to work on time!**
 - **Excused Absences** (providing that proper documentation has been submitted):
 1. Military leave
 2. Jury duty
 3. Sick, returning with doctor notice
 4. Authorized medical leave
 5. Authorized education program
 6. Other leaves covered by State and Federal law

TEAM reserves the right to incorporate the above attendance policy when evaluating and calculating the employee's wage review.

TEAM also reserves the right to at any time, based on consistent attendance problems, terminate or implement any disciplinary programs approved by the Executive Staff.