



C3 INDUSTRIAL BLASTING & COATINGS, INC. (hereafter referred to as “C3 INDUSTRIAL” or “the Company”) has implemented the following Attendance Policy.

### **Objective**

The purpose of this policy is to set C3 Industrial’s statement of policy and procedures for handling employee absences and instances of tardiness.

### **General**

Punctual and regular attendance is an essential responsibility of each employee at C3 Industrial. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the Company.

Employees are expected to report to work as scheduled, on time and prepared to start work. 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. The purpose of this policy is to promote the efficient operation of the Company and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated his or her employment relationship.

### **Absence**

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

1. Excused absence occurs when all four of the following conditions are met: a) the employee provides sufficient notice to his or her supervisor, b) the reason is found credible or acceptable by his or her supervisor (see number 2 below), c) such absence request is approved by his or her supervisor, and d) the employee has sufficient paid time off (PTO) to cover such absence. Employees must take earned PTO for every absence unless otherwise allowed by Company policy (e.g. Leave Policy). C3 Industrial uses a calendar year when determining an excessive amount of unexcused absences. (See number 2.)
2. Unexcused absence occurs when one of the four conditions in number 1 is not met. If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee must notify his or her supervisor no later than 30 minutes after the employee’s scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call for the employee.

Sixteen hours of unexcused absence may subject an employee to immediate termination.

Progressive discipline will be administered according to the table in the section “Progressive Discipline for Unexcused Absences” below.

Employees who have three consecutive days of excused absences because of illness must give C3 Industrial proof of physician’s care. If an illness or injury prevents an employee from performing his or



her regularly scheduled duties, a physician's statement must be provided verifying:

1. The nature of the illness or injury
2. If and when the employee will be able to return to work, if applicable, and
3. Whether the employee is capable of performing his or her regularly scheduled duties; and if not, what duties the employee is capable of performing. The employee is responsible for providing the Company with the above-described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

### **Sufficient Notice**

To be considered an excused absence as defined above, sufficient notice must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence of eight hours or more, employees must give a notice of one week (seven days).
2. For a scheduled absence of less than eight hours, employees must give a notice of two working days. (No exceptions, other than Family Medical and Leave Act-qualified leave or as a reasonable accommodation under the Americans with Disabilities Act).
3. For an emergency absence occurring a) at the beginning of an employee's shift, the employee must notify his or her supervisor within 30 minutes after the beginning of the shift, and b) during an employee's shift, the employee must notify his or her supervisor prior to leaving the premises.

An employee's supervisor must approve any exceptions to this provision or any conflicts in scheduling.

### **Tardiness**

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify their supervisor no later than 30 minutes after their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

There is a five-minute grace period in the morning and a five-minute grace period when coming back from lunch. Supervisors will track when this grace period is used in excess, i.e., more than

10 times in one year. Once an employee has used 10 grace period allowances, he or she will forfeit use of a grace period, and any tardiness will result in an unexcused absence.

### **Progressive Discipline for Unexcused Absences**

- First instance - Verbal warning
- Second and all future instances, totaling fewer than 16 hours - Written warning
- At 16 hours of accumulated unexcused absences - Subject to termination