

1 Stop Modular Employee Attendance Policy

1. Attendance policy overview.

Employees at **1 Stop Modular, Inc.** are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the company running smoothly. Arriving late, being tardy, or absence from work causes disruptions and burdens colleagues. A flexible schedule is required. Overtime and travel are mandatory when required.

2. Calculation of attendance infractions for six month period

- Absent, no call first offense: grounds for termination
- Absent, no call second offense: termination, no exceptions
- Absent with calls: 3rd unexcused absence grounds for termination, any additional will result in automatic termination
- Tardy: conversation required, otherwise considered absence
- Early departure: permission required

Employees are required to report an absence by **contacting business owner by text or call no later than 6:00am day of shift.** Employees must report each day they are absent. Failure to call-off by 6:00am will result in a no call-no show and be grounds for termination.

Attendance infractions reset every six months.

3. Overview of disciplinary action for attendance infractions.

Attendance issues will result in progressive disciplinary action up to and including termination based on the following consequences:

- Verbal warning.
- Written warning.
- Meeting with manager/supervisor, possible suspension.
- Employee is subject to termination.

If an employee is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.

If an employee is a no call-no show for two or more consecutive days, it will be considered a job abandonment or termination without notice.

Employees may request exceptions for work absences from management. These must be approved on a case-by-case basis.

4. Excused, unpaid absences without disciplinary action.

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, a car accident, medical appointment, and unavoidable emergencies. In these cases, employees must provide documentation to prove the reason for absence.

I attest that I have received the 1 Stop Modular "Employee Attendance Policy" and understand the code of conduct and related consequences

Employee

Date