



ATTENDANCE MANAGEMENT POLICY

Intent

The Authentic T-Shirt Company®/SanMar Canada (the Company) expects all employees to report to work on a timely basis at their established start time. Employees' daily, on-time attendance is critical to SanMar Canada's continued success.

This Attendance Management Policy details how absences, tardiness, and no-call/no-shows are addressed. A point system has been developed to establish clear attendance requirements and expectations to maintain SanMar Canada's commitment to providing superior customer service to its customers.

In the Attendance Management Policy, you will find:

- Absences and Tardiness
- Occurrence Guidelines
- Point System
- No Call/ No Show

Absences and Tardiness

Unpaid sick leave provided by Provincial Employment Standards Act (ESA), and approved paid sick or vacation time are not considered occurrences. All employees must report any absence or late arrivals to their manager at least two (2) hours before their scheduled shift.

Unless the absence is exempt for other reasons, an absence of multiple consecutive days due to the same illness, injury or another incident may be counted as one (1) occurrence.

Family members and/or pets are not permitted to accompany employees to work for regularly scheduled shifts.

Occurrence Guidelines

Occurrences are tracked on a rolling six (6) month period. Each occurrence will expire six (6) months from the date of the incident.

- Failure to report two (2) hours before scheduled start = 0.5 occurrence
- 5 – 30 minutes late = 0.5 occurrence
- 5+ minutes late return from break = 0.5 occurrence
- 30+ minutes late = 1.0 occurrence
- Unscheduled absence = 1.0 occurrence

Although occurrences roll off an employee's record after six (6) months, habitual offending may result in progressive discipline and/or termination of employment with just cause.

Point System

1. **2nd Occurrence Total:** Verbal coaching session documented to file
2. **3th Occurrence Total:** 1st written warning documented to file
3. **4th Occurrence Total:** 2nd written warning documented to file
4. **5th Occurrence Total:** 3rd and final warning documented to file
5. **Beyond 5th Occurrence Total:** Termination of employment, with just cause

No Call/ No Show

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show may result in a final written warning. If the employee has already been counselled on excessive absenteeism, when a no-call/no-show occurs, the progressive disciplinary process may result in immediate termination of employment with just cause.

WORKER ACKNOWLEDGEMENT

I, _____, have read and agree to the above requirements, have had them read to me carefully, and have had the opportunity to seek further clarification concerning the **Attendance Management Policy** and its terms. I understand all of its rules, policies, terms and conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed.

Employee Name (Please Print)

Date

Employee Signature

Manager Signature