



ATTENDANCE MANAGEMENT PROGRAM

The greatest resource of The Authentic T-Shirt Company®/SanMar Canada (the Company) is its employees because it is through them that services are delivered and improved. Establishing and maintaining good attendance allows teams to meet goals and productivity, in addition to demonstrating reliability. Reliability earns the respect of fellow employees as well as the employer, and it seeps into other aspects of the person's life, such as character building.

The Authentic T-Shirt Company®/SanMar Canada expects all employees to report to work on a timely basis at their established start time. Employee's daily, on-time attendance is critical to SanMar Canada's efficient operation of business. Punctuality helps promote an environment of teamwork and employees must make every effort to report to work on time every day. Excessive tardiness and unscheduled absences are disruptive to the business and will result in disciplinary action up to and including termination.

The Authentic T-Shirt Company®/SanMar Canada provides its employees with vacation time to be used throughout the year. Vacation time must be scheduled with one's manager/supervisor, as much in advance, as feasibly possible, as outlined in the SanMar Canada Employee Handbook.

This Attendance Management Program details how absences, tardiness, early departures, and no call/no shows are addressed in order to maintain SanMar Canada's commitment to providing superior customer service to its customers. A point system has been developed to establish clear expectations and ensure the Attendance Management Program is being implemented consistently across all departments.

ABSENCES AND TARDINESS

Pre-scheduled times away from work using vacation days, when available, are not considered occurrences for the purpose of this policy. However, all unpaid vacation time or "PTO" will result in an occurrence as outlined in this policy.

When an employee misses more than one (1) hour of work within a normal workday, it is considered an absence. Unless the absence is exempt for other reasons, an absence of multiple days due to the same illness, injury or another incident may be counted as one (1) occurrence for the purpose of this policy, at the Company's discretion.

A tardy arrival, early departure, or other shift interruption greater than five (5) minutes is considered a half (0.5) occurrence. This includes arriving late to work and returning late from a scheduled break (less than 1 hour). On occasion and with prior approval by the supervisor or manager, an employee who is tardy may adjust that day's schedule to work an equivalent amount at the end of the shift, and the half occurrence will not be counted. This option may not be offered in certain departments where attendance in certain times of the day is crucial and extending hours may not accommodate the business need. This determination is at the sole discretion of the employee's manager or SanMar Canada's senior management team.

EMPLOYEE'S SCHEDULE

Arrival and departure times will be determined by the demands of the business and/or your manager. An employee is considered late if they report to work more than five (5) minutes after the scheduled start time; an early departure is one in which the employee leaves before the end of their scheduled shift.

OCCURENCES

Occurrences are counted in a rolling six-month period. Each occurrence will expire six (6) months from the date of the incident. Details about what may occur if an employee does not call and fails to report to work (a “no call/no show”) is set out in greater detail below.

Occurrences will begin to accrue only once all paid sick time has been exhausted. In cases when paid sick time is not available for the absence in its entirety, the absence will be counted as one (1) occurrence.

ATTENDANCE GUIDELINES

- Three (3) occurrences (absences and punctuality combined) in any six (6) month period will be the basis for a coaching discussion between the employee and direct supervisor.
- Four (4) occurrences (absences and punctuality combined) in any six (6) month period will be the basis for further documented disciplinary action.
- Five (5) occurrences (absences and punctuality combined) in any six (6) month period will be the basis for further documented disciplinary action.
- Beyond a fifth occurrence (absences and punctuality combined) in any six (6) month period, may result in further documented disciplinary action up to and including termination of employment.
- If a request for time off has been denied and the employee should miss time during the request period, they will receive one (1) occurrence for each day missed.

3rd occurrence total	Written coaching session to file
4th occurrence total	1st written warning documented to file
5th occurrence total	2nd warning documented to file
Beyond the 5th occurrence total	Final corrective action up to and including termination of employment

The purpose of the coaching session is to make the employee aware that they have been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and how their attendance impacts SanMar Canada’s ability to service our customers. The coaching session will be documented in the employee’s personnel file.

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 counseled on excessive attendance/punctuality when a no call/no show occurs, the disciplinary process may result in immediate termination of employment, at SanMar Canada’s sole discretion.

Although occurrences will roll off an employee’s record after six (6) months, habitual offending may result in corrective action and/or termination, even though the new period has started, if they continue to incur occurrences.

I have read the above requirements, or have had them read to me carefully. I understand all of its rules, policies, terms & conditions and agree to abide by them and any amendments that may be issued. I realize that failure to do so may result in disciplinary action up to and including termination.

Employee Name

Date

Employee’s Signature

Managers Signature