



Inclement Weather Policy

Intent

The Authentic T-Shirt Company®/SanMar Canada is committed to being fully prepared during inclement weather conditions. While it is understood that during such conditions employees may have difficulty in arriving and departing from work, it is expected that the employee will make an effort to reach work, if at all possible. Inclement weather is described as a weather condition which causes a major disruption to roads and the operation of businesses and schools in the relevant area.

Employee Responsibilities

It is the responsibility of each employee to be aware of possible barriers to getting to work due to the weather and have an alternate plan on how to get to work safely. This could include working from home, leaving for work early, car pooling or using transit.

All employees must make arrangements with their manager to work from home, if working from home is an option.

Inclement weather occurring during work hours: If inclement weather develops during work hours and the office closes early, employees will be paid for a normal work day regardless of the number of hours actually worked. Absent employees will not be paid unless paid time off has been used for the day.

Use of vacation/personal time: If the office is not officially closed but inclement weather forces an employee to remain home, the employee will not be paid for the day; however, the employee may use a vacation or personal day to compensate for the lost time. (Unpaid time will only be allowed if you have exhausted your paid time off.)

Tardiness: If the office is not officially closed and an employee is late, their lateness will be excused when at least 30% of the office staff is affected, and they will be paid for time absent up to a maximum of three hours.