



TEAM MEMBER GUIDE

808 ATTENDANCE AND PUNCTUALITY

Consistent and punctual attendance from Team Members is critical to the success of the Company. Poor, uncertain, or irregular attendance creates a burden on fellow Team Members and reduces the efficiency of operations, which may eventually lead to decreased job security for all Team Members.

Regular and punctual attendance is the responsibility of each Team Member and is a condition of employment. Attendance is a critical factor in determining a Team Member's future employment with the Company. Irregular attendance, frequent absenteeism, or repeated tardiness will result in disciplinary action, up to and including dismissal.

All Team Members are expected to report to work on their regularly scheduled days and times. Adjustments/deductions for lost time will be made to the Team Member's hours of work, to reflect the tardiness, by blocks of fifteen (15) minutes.

In the event that a Team Member is unable to report to work at the scheduled time, the Team Member must notify their Manager or a designated substitute as soon as possible, prior to the beginning of their shift. Team Members are required to speak to their Manager or designated substitute, **not with a fellow Team Member**, as the message may not get passed on. Team Members who continually report late to work will be subject to disciplinary action.

Team Members may not leave work before the end of their shift or regular workday without authorization from the Manager or a designated substitute.

In the event that a Team Member is absent for one (1) full scheduled work day, without just cause, the prior approval of management, or reporting their absence, the Company will deem this action as job abandonment on the part of the Team Member (*for further details please see section "902: No Call No Show" of the Team Member Guide*).