

Attendance Policy

Punctual and regular attendance is an essential responsibility of each employee at COC Consulting. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA), leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal protected leave.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- Excused absence occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor by calling into the COC Consulting hotline (1-866-257-6500) and leave a message, no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give COC Consulting proof of physician's care and/or a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, etc.).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor by calling into the COC Consulting hotline (1-866-257-6500) and leave a message, no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must call the COC Consulting hotline (1-866-257-6500) immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Time Clocks and Failure to Clock In/Out

Employees are required to clock in and out of the Connecteam app to record their actual hours worked.

A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on the Connecteam app at the beginning and/or end of their assigned shift
- Failure to clock in/out on the Connecteam app while at work location
- Failure to accurately and timely report time worked.

Occurrences and Disciplinary Action

Excessive absenteeism is defined as two (2) or more occurrences of unexcused absences and will result in disciplinary action. Eight (8) occurrences of unexcused absence in a rolling 12-month period are considered grounds for termination.

An occurrence is documented as an absence, tardy or missed time clock in/out. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12-month period, provided that the reason for an occurrence is not protected under FMLA or ADAAA.

	Occurrences/Days	Discipline Step and Action
Occurrence One occurrence is equal to: <ul style="list-style-type: none"> • 1 Absence • 2 Tardies • 1 Missed Punch (Per pay period) 	2 Occurrences	Step 1: Verbal Warning
	4 Occurrences	Step 2: Written Warning
	6 Occurrences	Step 3: Final Written Warning
	8 Occurrences	Step 4: Termination
Total number of days absent <ul style="list-style-type: none"> • Consecutive days with a doctor's note 	3 days	Step 1: Verbal Warning
	6 days	Step 2: Written Warning
	9 days	Step 3: Final Written Warning
	12 days	Step 4: Termination
Single Day of No Call / No Show	1 Occurrence	Step 4: Termination

Job Abandonment

COC Consulting expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact COC Consulting due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within 24 hours), the employee or his or her representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.