

ATTENDANCE & PUNCTUALITY - 701



POLICY:

At RAE Corporation, punctual and regular attendance is a fundamental responsibility of every employee. Tardiness and absenteeism negatively affect coworkers, supervisors, and RAE Corporation's Partners. When an employee is absent, their responsibilities must be covered by others, which can diminish the overall operational performance of the company.

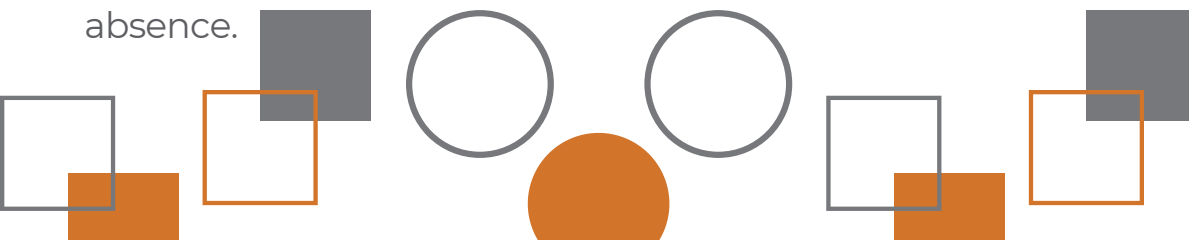
Employees are expected to arrive on time, prepared to start work, and remain for their entire scheduled shift. Late arrivals, early departures, and other unscheduled absences are disruptive and should be avoided. This policy aims to promote efficient operations and minimize unscheduled absences.

RAE Corporation's attendance policy is based on a rolling year. This means that your attendance records—such as absences, tardiness, and leave—are continuously evaluated over the immediate past 12 months from any given date. Instead of resetting at the start of each calendar year, this approach ensures consistent monitoring and upholding of attendance standards throughout the entire year.

Call in Procedures:

Employees are required to report an absence to their immediate supervisor or lead at the beginning of the shift. If they are unable to contact the supervisor then they should call the Timekeeper at extension 107. Lack of a telephone or absence from town is not an excuse for failing to notify the supervisor of absence or tardiness. All employees are supplied with a corporate email account which can be used to communicate absences. Using a co-workers email account to call in is not acceptable under any circumstances.

Employees must call in every day of absence unless on an approved leave of absence.



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Excused Absences:

1. Hourly Employees must use PTO or vacation time for every absence unless otherwise allowed by company policy (e.g., FMLA policy, Bereavement, Workers Compensation, Jury Duty, dr notes, etc.)
2. RAE Corporation will excuse a maximum of 60 hours of absences within a year when doctor's notes are provided verifying illness or appointments. Doctor note hours will be prorated by hire date.
3. If an employee misses work because of their own sickness/doctor's appointments or because of their dependent child's sickness/doctor's appointment, the absence may be excused:
 - a. Employees are expected to minimize disruption in department operations by scheduling appointments early in the day or late in the day.
 - b. Employees are not required to use PTO time for excused absences when a doctor's note is provided. For absences to be excused, the note must be emailed to the Timekeeper immediately following the appointment, and the note must include the dates of illness. Notes can be email to **timekeeping@rae-corp.com**.
 - c. The employee is still required to follow the call-in procedures as outlined in this policy. Failure to call in will result in a No Call No Show even if a doctor's note is provided.
 - d. Employees who are absent to care for or accompany a spouse, parent or other relative to doctor's appointments must request vacation time, PTO, or FMLA leave. (FMLA leave must be approved by Human Resources). Special consideration is given when a spouse requires a driver for a medical exam or procedure.



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4. Employees can miss work for court appearances without using PTO, but they must provide a court document confirming their attendance, emailed to the Timekeeper immediately following the court appointment. Personal appointments with attorneys should be scheduled outside of work hours or during PTO/vacation time.

5. Employees must get permission from their supervisor or lead to leave the company premises during work hours. Leaving a message via text, email, voicemail, or through another employee is not acceptable and may lead to disciplinary action, including termination, on the first offense.

6. Absences due to qualifying illnesses or injuries under the Family and Medical Leave Act (FMLA) will not count against an employee's attendance record. Medical documentation that meets FMLA guidelines is required.

7. Employees with three consecutive days of absences due to illness or injury must provide RAE Corporation with proof of medical care. This includes a physician's statement confirming: (a) the nature of the illness or injury, (b) when the employee can return to work, if applicable, and (c) whether the employee can perform their regular duties or what duties they can perform if not.

8. During specified times throughout the year, production levels will vary. As such, RAE Corporation may choose to relax the requirement that employees must use PTO time for absences from work. If PTO time requirement is relaxed, doctor's notes will be accepted but not counted against the 60 hours max when the absence is pre-arranged. See also Personal Time Off Policy #302.



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9. Every absence, except for excused absences with a doctor's note, will reduce the amount of available PTO by the number of hours absent from work.
10. Any absence where an employee does not have PTO time available or does not provide a doctor's note verifying illness will be counted as an unexcused absence.
11. Any absence due to arrest or incarceration will be an unexcused absence regardless of the amount of PTO available.
12. An employee's attendance will be used in determining performance raises.
13. An employee may not use PTO or vacation to eliminate or offset an unexcused absence.

Unexcused Tardies:

Employees are expected to arrive at work on time. If an employee needs to schedule a late arrival, they must request approval from their supervisor at least one day in advance. A tardy will not be counted against the employee if they have prior approval and sufficient PTO available. Any tardiness not covered by PTO will be considered unexcused.

Unexcused Absences/Tardies:

If you cannot report to work as scheduled, you must notify your supervisor no later than 9am. This notification does not excuse tardiness/absence but notifies your supervisor that you will not be present at work that day.

Failure to call in before 9am will result in a No Call/No Show.

An arrival time after 9am will be counted as an absence and not tardy.

Pre-arranged absences will not be counted against the employee if they have prior approval and sufficient PTO available. Any absences not pre-arranged will be considered unexcused regardless of PTO available.

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No Call / No Show:

Non-Consecutive No-Call No-Show:

First Offense: 3 points will be added to the employee's attendance record, a final written warning will be distributed, and a loss of all bonuses. Bonuses will be reinstated after 90 days.

Second Offense: Due to the disruptive nature of a No-Call No-Show, employees may have no more than one No-Call No-Show in a rolling year. If employees have more than one No-Call No-Show in a rolling calendar year, they will be subject to disciplinary actions that may include termination.

Two Consecutive No-Call No-Shows:

Any employee who fails to report to work without notifying their supervisor or lead for a period of two days or more will be considered to have voluntarily terminated their employment.

New Hire/ Temporary Employee Attendance Rules:

Employees who have been with the company for less than 90 days are held to a higher attendance standard. Consistent punctuality and reliability during this probationary period are essential for evaluating job performance and overall suitability for continued employment.

All points accumulated during the orientation period will carry over once the employee is placed on full-time status regardless if the employee was hired directly by the company or staffed through a contract agency.

*See points table on page 8

Missed Punches:

Employees will incur $\frac{1}{4}$ point for every missed punch.

start of shift, end of shift, out for lunch, in for lunch

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Points Accumulation:

Infraction Type	Points Accumulated
Arriving 0-3 minutes late for scheduled shift:	0
Arriving 4-60 minutes late for scheduled shift Leaving 4-60 minutes before the end of shift:	1/2
Arriving 61 minutes - 3 hours late for scheduled shift, Leaving 61 minutes-3 hours before the end of shift	1
Arriving 3 hours or more past start of scheduled shift, Leaving 3 hours or more before to end of shift:	2
Missed clocking punch (start of shift, end of shift, out for lunch, in from lunch)	1/4
No Call No Show	3

Points will automatically expire on the one year anniversary of the date the point was accumulated.

*See Perfect Attendance for other ways to reduce points accumulated.

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Disciplinary Steps:

For employees with over 90 days tenure

Points Total	Warning Level	Consequence
6	Verbal Warning	No loss of bonus or wages, consider this your opportunity to better manage your time.
10	Written Warning	Loss of \$1 of total bonus until points drop below 10 points.
14	2nd Written Warning	Loss of all bonuses until total drops below 14 points.
18	Final Written Warning	Continued loss of all bonuses plus a reduction in wages of \$1 until total drops below 18 points.
20	Termination	Employee will be immediately considered for termination.

***An hourly employee is eligible for all production bonuses until they reach 10 points, at which time they will be docked \$1 of all eligible bonus. Once an employee points are under 10 they are again eligible for the full bonus. Once an employee reaches 14 points, they are not eligible for any bonuses until their points accumulation is under 14.**

RAE Corporation reserves the right to terminate employment prior to reaching the 20-point threshold if attendance issues persist.

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Disciplinary Steps:

For employees with under 90 days tenure

Points Total	Warning Level	Consequence
2	Verbal Warning	No loss of bonus or wages, consider this your opportunity to better manage your time.
4	Written Warning	Loss of \$1 of total bonus until points drop below 4 points.
6	Final Written Warning	Loss of all bonuses until total drops below 6 points.
10	Termination	Employee will be immediately considered for termination.

***An hourly employee who's tenure is less than 90 days is eligible for all production bonuses until they reach 4 points, at which time they will be docked \$1 of all eligible bonuses. Once an employee points are under 4 they are again eligible for the full bonus. Once an employee reaches 6 points, they are not eligible for any bonuses until their points accumulation is under 6.**

RAE Corporation reserves the right to terminate employment prior to reaching the 10-point threshold if attendance issues persist.

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Perfect Attendance:

At RAE Corporation, we value and recognize the commitment of employees who maintain perfect attendance. In this points-based attendance policy, if an employee maintains 30 consecutive days of perfect attendance, the most recent point accumulated will be dropped from their total points on their attendance record.

This system encourages consistent attendance by allowing employees the opportunity to improve their standing and reduce accumulated points through reliable performance.

Perfect attendance includes no tardiness, absences, or missed punches during the 30-day period. This policy serves as a way to reward employees for demonstrating a commitment to punctuality and dependability.

Employees who achieve perfect attendance during a rolling year, meaning no tardiness, absences, or missed punches, will be recognized and rewarded. Rewards may include special incentives and other forms of recognition for their commitment and reliability.

These rewards aim to encourage consistent attendance and highlight its importance within our team. Your dedication does not go unnoticed!

Other ways to drop points!

Employees can drop 1/2 point for working a minimum of two hours at the monthly food pantry or at an approved EE company event, see FAQ for more details.

FAQ

1. Will I get a point if I leave early and use PTO?
 - a. No, PTO is a company benefit, no points will be applied to any employee utilizing an approved company benefit such as PTO, Vacation, Dr Notes, Court Notes, FMLA, FE, etc
2. If my most recent point incurred was only 1/4 and I have perfect attendance for 30 days, does only 1/4 fall off my record?
 - a. No, a full point will fall off your record for every 30 days of perfect attendance. If your last point accrued is only 1/4, then the system will remove it and continue to remove accumulated points until a full point has been removed.
3. If I have perfect attendance for 30 days and no points, can I save up perfect attendance awards to offset future points?
 - a. No, points cannot be negative. If you earn a perfect attendance award and have zero incurred points, nothing will happen. Remember, though, there will be recognition for 12 full months of perfect attendance.
4. If I use FMLA will I get pointed?
 - a. No, FMLA results in excused absences and will not result in points being added.
5. How can I reduce my points?
 - a. You can reduce your total points accumulation by 1 whole point for every 30 days of perfect attendance.
 - b. Your points will drop off and expire 1 year after they are accrued.
 - c. You can volunteer at the monthly food pantry or at an approved EE event to reduce your points accumulation:
 - i. Employees may contact Margo Goodall or Alaynay Scuggins to sign up to work the monthly food pantry. If you work a minimum of two hours, 1/2 point will be taken off your total accumulation.
 - ii. If the EE team has a company event that requires volunteers, all employees will be notified of the opportunity to volunteer and reduce your points accumulation.

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FAQ Cont.

6. How can I review my attendance data?
 - a. All employees will have access to an attendance dashboard where they can review and track all attendance infractions