

Wolyniec Construction Inc.

General Company Policy

1. **General Attendance** - Hours may vary depending on work location and job responsibilities. Employees will be provided with their work schedule daily. Should an employee have any questions regarding his/her work schedule, the employee should contact their immediate supervisor. The company does not tolerate absenteeism without excuse. Employees who will be late to, or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

2. **Tardiness**- Employees are expected to arrive on time and ready for work. An employee who arrives 15 minutes after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

3. **No call/No show**- If you are more than 15 minutes late for work without having called in before starting time, you will be sent home for the day without pay.

4. Serious infraction of company policies are subject to disciplinary action.

EXAMPLES:

1. reporting to work under the influence of alcohol or drugs.
2. Use of drugs or alcohol during working hours including breaks.
3. Fighting
4. Stealing

4. Language totally unacceptable in the business environment will not be tolerated in or around the office.

5. Any and all requests for time off need to be submitted in writing at least two weeks in advance.