**ATTENDANCE POLICY**

Our current shift start time is 10:30am. The most important part of a delivery and logistics company is ensuring that its employees report to work, on-time and ready to deliver. Please see the following table as it describes the points each incident accumulates. We reserve the right to modify these points at any point in time. If any changes are made, you will be notified of such changes.



If you accumulate 11 points, you will be terminated.

**NO CALL NO SHOW (NCNS):** If you have a no call, no show, you will be given 5 points.

**LAST MINUTE CALL OFF (LMCO):** If you call off, you will be given 3 points. A call off is when you let us know at least **FOUR** hours in advance that you will not be able to make it for your shift. For example, if your shift starts at 10:00am, dispatch must be informed prior to 06:00am. If you do not follow the proper procedure, your attendance for the day will be considered as a NO CALL NO SHOW and will be given 5 points. We understand that life throws us its challenges but call-offs are strictly for emergencies only. For example, if you have been in a car accident, proof of the incident (i.e. police report, tow receipt, etc.) will be required. All call-offs must have documentation to excuse you from your absence of work. If no documentation is provided, your absence will be considered as a NO CALL NO SHOW. If it is a genuine emergency, we reserve the right to not award any points to you. Inability to get a baby sitter, or traffic, will not be considered an emergency. If evidence is found that you provided false evidence, or have lied, we reserve the right to terminate you immediately.

**LATE:** If you arrive late, you will be given 2 points. A late arrival is considered if you arrive 10 minutes or more after your scheduled start time. So, if start time is 10:00am, anyone arriving after 10:10am will be considered late. If you do arrive late, there is no guarantee that you will be given a route. Start times will be subject to change as per business requirements.

DA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_