



Warehouse and Distribution Attendance Policy

1.0 Purpose:

The purpose of this Warehouse and Distribution Attendance Policy is to establish and maintain standards for Warehouse and Distribution employees' attendance and punctuality. Excessive absenteeism and/or tardiness negatively impacts the Company's ability to maintain consistent and efficient operations. The policy also details the corrective action to be taken when expectations are not met.

2.0 Scope:

This policy applies to non-supervisory Warehouse and Distribution employees of Plexus Worldwide.

3.0 Policy:

- 3.1 All employees are expected to report to work on time and as scheduled. It is an employee's responsibility to follow all policies and procedures concerning absences or tardiness. Each employee is expected to clock in and out through the time clock in his/her department or work area for the start of their shift, any breaks or meal periods, and at the end of their shift. Employees should also provide advance notification of his/her absence and/or tardy to his/her supervisor, whenever possible. Employees will be held accountable for adhering to these expectations.
- 3.2 The Company recognizes that employees will occasionally be tardy and/or absent from work. Therefore, we have developed this policy around the number of attendance infractions (or "points") an employee can accumulate each year before it has a detrimental impact on team members and to the business. Absences and/or tardiness will be reviewed and points assessed for each day of work that an employee does not report to work on time and as scheduled.
- 3.3 Unexcused absences and/or tardiness will result in the employee receiving corrective action. Employees who receive corrective action under this policy are expected to improve their attendance and/or punctuality. Failure to improve and/or sustain improvement may result in the employee receiving additional corrective action, up to and including termination. Excused Absences will not result in corrective action.

4.0 Notification Procedure:

- 4.1 With the exception of using accrued Paid Sick Time, employees must provide a minimum 30-minute notice to their manager or supervisor in the event of an unexpected/unscheduled absence or late arrival to work, when possible. Failure to provide the 30-minute advance notification of an unexcused absence and/or late arrival to work may result in corrective action, up to and including termination. The absence or late arrival to work must be reported to the employee's department supervisor or manager by calling the Department's Attendance Line and leaving a voice mail message. Employees should provide the following information when calling-in to report an absence or late arrival to work: Name, Scheduled Start Time, and Reason for Absence. For usage of Paid Sick Time,



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please refer to the Paid Sick Time Policy #: 608.

- 4.2 Employees are responsible for keeping their manager and/or supervisor informed on a daily basis as to when he/she expects to return to work. Employees who fail to contact their department cause other team members to take on additional duties, resulting in loss of productivity. Failure to provide the 30-minute advance notification of an unexcused absence and/or late arrival to work each applicable day, may result in corrective action, up to and including termination.
- 4.3 In the event of an emergency, it is recommended that employees contact their direct supervisor and if the situation permits, call and leave a message on the attendance line explaining their absence before the end of their scheduled shift. Similarly, employees who have an emergency that necessitates them leaving before the end of their shift, must notify their supervisor (or any other available member of management) prior to leaving for the day. Failure to notify a supervisor or appropriate management may result in corrective action, up to and including termination of employment.

5.0 Procedure for Documenting Points:

- 5.1 An employee with unexcused absences and/or tardiness will receive points applied to his/her attendance record. Human Resources (HR) is available to advise managers and supervisors regarding the evaluation of extenuating circumstances concerning employee attendance and the corrective action process.

5.2 Non-Accumulation of Points

Absences and tardiness from work for the following reasons will not accumulate points against an employee's attendance record: Family Medical Leave Act (FMLA) leave, leave under Arizona Paid Sick Time, illness or medical leave outside of FMLA, Short-Term Disability leave, on-the-job injury, workers' compensation, ADA reasonable accommodation, bereavement leave, jury duty, court subpoenas, military leave, and other approved leaves of absence. Please refer to the appropriate policies for guidance on how to request and use the excused absences described above.

5.3 Accumulation of Points

Absences and tardies from work for the following reasons will count against the employee's attendance record and according to the following total points:

Attendance	Points
Unscheduled Absence	1 Point
Tardy	½ Point
Patterned Absences (PA)	3 Points
No Call / No Show (NCNS) (Per Day)	2 Points for first + Written; 3 Points + Final Written for second, Termination thereafter
Improper Notification (IN) (only infraction that can be stacked)	0 Points for first 1; ½ Point thereafter

5.4 Definitions



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Term	Definition
Points	A unit of measure used to track absence and tardies.
Excused Absence	Absences and tardiness from work for the following reasons: FMLA leave, leave under Arizona Paid Sick Time, Company approved leave of absence, Short-Term Disability leave, on-the-job injury, workers' compensation, ADA reasonable accommodation, bereavement leave, jury duty, court subpoenas, military leave, and other approved leaves of absence (e.g., personal leave, company designated holidays, and early leave from work). Please refer to the appropriate policies or HR, for guidance on how to request and use the excused absences described above.
Unscheduled Absence	Time absent from work of 4 hours or more, not approved by the Company.
Tardy	The failure to (1) report to work at the scheduled time; (2) be ready to work at the scheduled time; (3) return to work after a permissible break or meal period; or (4) absence from work of less than half of your scheduled shift, including leaving work before the end of the scheduled shift without approval.
Patterned Absence	Unscheduled absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; or a specific or unique work day.
No Call / No Show (NCNS)	Failing to call-in to report unplanned absence from work, followed by failing to appear for work (Per Day)
Improper Notification	Failing to call-in at least 30 minutes prior to scheduled reporting time for an absence or for a tardy reporting to work of 5 minutes or more.

6.0 Corrective Action:

6.1 Employees will be subject to corrective action when the total points for attendance occurrences reaches the following levels during a rolling 12-month period:

Point Accumulation	Result / Corrective Action
0 Points	Perfect Attendance
0.5-3.5 Points	Acceptable Attendance
4+ Points	Coaching and Counseling (Verbal Warning)
6+ Points	Written Warning
8+ Points	Final Written Warning
10 or more	Termination

6.2 Management Responsibilities

Management is responsible for recording attendance and absences in the Payroll System. Additionally, management is responsible for reviewing and verifying attendance records (at least monthly) and recording occurrences, if applicable, to ensure the accuracy of the records and consistent application of Warehouse and Distribution attendance guidelines.

6.3 Supervisors of employees should follow the outlined guidelines when addressing unscheduled absences, tardiness, and unscheduled early departures. Employees who



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accumulate 10 points or more within a 12-month rolling period, regardless of the reason(s), will be subject to corrective action, up to and including termination. Such decisions will be made at the discretion of management. Furthermore, depending on the situation, corrective action may be accelerated, repeated, or taken out of sequence, and the Company reserves the right to immediately terminate employees when circumstances warrant.

- 7.0 Nothing in this policy shall be construed as a limitation on an employee's right to request and receive Paid Sick Time or FMLA Leave. Furthermore, nothing in this policy shall be construed as a refusal on the part of the company to provide reasonable accommodation to qualified individuals with disabilities requesting reasonable accommodation.**

APPROVED BY:	SIGNATURE:	DATE:
Mary Beth Reisinger, Chief Human Resources Officer		
Will Franks, Director of Human Resources		