



SANDBOX^{VR}

ATTENDANCE AND PUNCTUALITY POLICY

Guest service is critical to everything that we do at SANDBOX VR. As an employee, you are expected to be present for work, in uniform, on time for every scheduled shift, and be prepared to start work promptly at the start of your scheduled shift. Regular attendance, punctuality, and communication are important to keep your team and SANDBOX VR operating. Arriving late, being tardy, or absent causes disruptions. You're expected to follow the schedule prepared and posted by your manager. Do not clock in early for shifts or breaks unless expressly asked by your manager. All Sandbox work must be done while clocked in.

How to report absence - Reporting an absence or tardiness must be done two hours prior to the start of the scheduled shift via a phone call to the manager on duty, texting or virtual communication is not permitted. Exceptions for an opening shift, as team members may contact the manager's personal cell. Failure to call will be considered unexcused.

How to make a shift change – Employees are responsible for getting shifts covered, must get manager approval prior to the switch. If they do not agree to get covered, employees are required to report for their shift.

Attendance Point System

| Offense | Point(s) Granted |
|---|------------------|
| Late 5 minutes or less | 1 |
| Late 6-15 Minutes | 2 |
| Late 16-30 Minutes | 4 |
| Late 31+ Minutes | 5 |
| Late return from lunch or break - Over 30 minutes | 2 |
| Absent with call and no shift coverage (less than two hours before the scheduled shift): | 5 |
| No Call No Show | 6 |
| Job Abandonment – 2 missed shifts with no communication will automatically result in a voluntary termination. | |

10 Points = Termination

Attendance infractions will expire six (6) months after the date of the incident on a rolling cycle.

All Sandbox VR employees are on a 90-day introductory period. Any attendance violation during the first 90 days of employment may lead to disciplinary action up to and including termination.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received and read a copy of the Company's Workplace Code of Conduct Policy. I understand that I am

responsible for complying with the policy during my employment with the Company.

I HAVE CAREFULLY READ THIS ACKNOWLEDGEMENT AND AGREE TO COMPLY:

Luis Angel Soberanis-Pacheco

A handwritten signature in black ink, consisting of a stylized 'L' followed by a cursive 'S' and a horizontal stroke.

04/07/2022