MaKo Mechanical Inc.

1283 North State Route 130

Villa Grove, IL 61956

217-832-9744

Date: March 16, 2016

To: All Employees

From: Don Kopp and Ken Mattox

RE: Company Absenteeism Policy

MaKo Mechanical Inc. has a zero tolerance to abused or unexcused absences from work. When repeated absences occur this will result in lower performance appraisals and hurt the company with lost production. This is also unfair to other employees, as this will result in last minute workload redistribution. Poor attendance also affects raises and promotions. From this point on all employees will be required to speak directly to Don or Ken and no messages will be accepted in the office or related from other employees. Attached you will find a copy of our Absenteeism Policy that will need to be read and signed by each employee. Thank you for your cooperation in this matter.

Don Kopp and Ken Mattox