

## **Employee Attendance Policy:**

### **1. Overview of Attendance Policy**

The employees of our company are expected to be present for work, on time, every day they are scheduled. Regular attendance and punctuality are crucial in order to keep your team and our company operating effectively and efficiently. Arriving late, arriving tardy, or absences can cause disruptions.

Our employee attendance policy clearly outlines what our expectations are regarding our employees' coming to work.

### **2. Calculating Absence Infractions**

Tracking employee absences makes it easier to correct the problem or to carry out disciplinary actions if necessary.

- Absent with calls: 1 point
- Absent, no call: 2 points
- Tardy: ½ point
- Leaving early: ½ point
- Late return from lunch or break: 1 point (if over 30 minutes)

For each scheduled shift, employees have a five-minute grace period at the start and end of the shift. Employees must report an absence by calling their direct manager and they must report each day that they are absent. If an employee fails to call at least one hour prior to a shift, this will result in a no-call-no-show (however, there are exceptions, such as a car accident that prevents the employee from calling).

Attendance infractions will reset every six months or yearly (like vacation days).

### **3. Differences in Absenteeism and Tardiness**

Absenteeism is the frequent absence of an employee from their job responsibilities. Such as frequently not coming to work or not providing a doctor's note when taking excessive sick leave.

Presenteeism is when you're at work beyond your scheduled hours, even when the company does not require overtime. This will cause the employee to be overworked and will negatively impact productivity and job satisfaction. We want our employees to follow their schedule when arriving and leaving.

Tardiness is when an employee comes in late, takes longer breaks than entitled to, and constantly leaves work early without a reason. We won't mind arriving a little late one morning or leaving a little early, like on a Friday. However, we want you to follow your set schedule and avoid causing disruption in the workplace.

All employees must monitor their work hours through our time tracking app, Connecteam. You must be diligent in recording your hours so that you will receive your salary.

4. Failing to Clock In and Clock Out

With Connecteam, employees are required to clock in and clock out for each shift. If employees have a problem recording a clock-in or clock-out time, they are required to inform a manager immediately. For employees who consistently fail to clock in or clock out, they are subject to receive disciplinary action or even termination.

5. Unforeseen Absences

Notify your manager as soon as possible if you cannot come to work and if your manager is not answering, contact HR. As a result, you should be able to use paid time off or sick leave to cover the absence, but make sure that you record this in Connecteam as soon as possible.

If you have an unexcused or unreported absence for longer than three days, we will consider this job abandonment. Inform your manager if you need to leave work early, for example, you have a doctor's appointment or you have teacher-parent conferences.

There are circumstances where we will understand your being absent, even if you didn't report it. These reasons usually will involve a serious accident or a family medical emergency. Your absence will be excused in these instances, however, we may ask for some verification if necessary.

The following listed below are some examples of what we do not consider an excused absence:

- You woke up late, or your child woke up late.
- Stopping somewhere while on the way to work for personal reasons, like grabbing a cup of coffee.
- Traffic or public transportation delays, this excludes situations that resulted in the closing of roads.
- Bad weather, this excludes extreme weather conditions such as tornadoes, blizzards, hurricanes, and floods.
- Holidays or vacation days that were not approved.

6. What is Good Attendance?

An employee who has less than four incidents of absenteeism or tardiness in a year is an example of an employee with good attendance. As such, this employee will

receive an additional paid day off the next year.

Employees have a good attendance record based on the following:

- Consistently reporting to work.
- Arriving to work at the scheduled shift start time.
- Leaving work at the scheduled shift end time (unless paid overtime is required).
- Remaining at work during working hours (excluding breaks).
- Taking lunch or breaks that don't exceed the expected length.
- Notifying their manager when needing to be absent or late.
- Being absent or late with good reasons only.

#### 7. Responsibility of the Manager

It is the duty of the manager to monitor his/her employee's attendance. If you notice an employee is consistently breaking the employee attendance policy, you need to schedule a meeting to discuss the actions. In the meeting, ask the employee if they are having issues with the schedule or if they need help creating a work-life balance. Flexible hours, working from home, or time management training options could be a solution. If you believe that a mental health issue is causing absenteeism or tardiness, ask your employee to contact our [mental health professional] and discuss how you can help them.

If you believe that the employee is abusing their sick leave or is purposely tardy, you must inform HR and begin a progressive discipline process.

#### 8. Disciplinary Actions

If a manager suspects that an employee is abusing their sick leave, said employee may need to submit doctor's notes in order to avoid the progressive discipline process. If an employee is found to be unintentionally tardy, then corrective counseling will be the first step in finding a solution. We will take disciplinary action that goes up to and including termination if:

- Corrective counseling doesn't work.
- You are willfully tardy.
- Your tardiness or absenteeism directly impacts your work.

Unexcused and unreported absences are not considered as hours worked; therefore, we will not compensate them.

## **Health and Safety Policy**

Our company is committed to following the Occupational Safety and Health Act (“Act”), with the goal of providing and maintaining a healthy and safe working environment, and a vision of continuous improvement. This goal is only achievable by fostering an enthusiastic commitment to health, safety, and the environment within our company personnel, contractors, and visitors.

In particular:

- Management will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all associates under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers, and visitors are expected to perform their duties and responsibilities in a safe and healthful manner, and are accountable for the health and safety of themselves and others.
- Our company is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, our company will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable Act or corporate policies and procedures.

Health, safety, the environment, and loss control in the workplace are everyone’s responsibility. Our company expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day-to-day basis. Only through the dedication and efforts of all individuals can our company succeed in providing a healthy, safe working environment.

## **Occupational Health and Safety in Workplaces**

### **Duties of Workers**

### **Occupational Health and Safety and You**

One of your most important responsibilities is to protect your health and safety as well as

that of your co-workers. This booklet will discuss some of your duties under the Act and help you to make your workplace safer and healthier.

### **What the law requires**

Workplaces under the jurisdiction are governed by the Act. The Act places duties on owners, employers, workers, suppliers, the self-employed, and contractors, to establish and maintain safe and healthy working conditions.

### **Duties of Your Employer**

Your employer is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination, and harassment. You must cooperate with your employer in making your workplace safe and healthy.

### **Your Responsibilities**

You must also comply with the Act. You have responsibilities to:

- Protect your own health and safety and that of your co-workers.
- Not initiate or participate in the harassment of another worker.
- Co-operate with your supervisor and anyone else with duties under the Act.

### **Your Rights**

The Act gives you three rights:

- The right to know the hazards at work and how to control them.
- The right to participate in Occupational Health and Safety.
- The right to refuse work which you believe to be unusually dangerous.

You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in health and safety.

### **Your Right to Know**

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. If you are inexperienced, you must receive an orientation which includes:

- What to do in a fire or other emergency.
- First aid facilities.
- Prohibited or restricted areas.

- Workplace hazards.
- Any other information you should know.

You must also be supervised by a competent supervisor.

### **Your Right to Participate**

You have the right to become involved in Occupational Health and Safety. The Act encourages employers and workers to work together to maintain a healthy and safe workplace.

### **Safety Committee Has Duty To:**

- Regularly inspect the workplace.
- Assist with accident investigations.
- Deal with the Health and Safety concerns of associates.
- Investigate refusals to work.

### **Your Right to Refuse**

You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- A danger which is not normal for your occupation or the job.
- A danger under which you would not normally carry out your job.
- A situation for which you are not properly trained, equipped, or experienced.

To exercise this right, use the following guidelines:

1. Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor.
2. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons.
3. Work with the supervisor to attempt to resolve the problem.

If the problem cannot be resolved by the supervisor to your satisfaction, you may contact the Safety Officer. You also have the right to contact Human Resources at any time. Do not leave the site without the permission of your employer.

Your supervisor should contact the Safety Officer and ask them to investigate. They will try to resolve the matter. If they cannot resolve the matter to your satisfaction, they will convene the Occupational Health and Safety Committee for an emergency meeting. The committee will investigate and prepare a report on the refusal.

You have the right to continue to refuse until:

- Measures have been taken to satisfy you that the job is now safe to perform; or
- Your Occupational Health and Safety Committee has investigated and ruled against your refusal.

If you disagree with the decision of the Committee, you may appeal to Human Resources.

An employer cannot assign another worker to do the disputed job unless the replacement worker is advised in writing:

- Of the refusal and the reasons for it.
- Of the reasons why the employer believes that the replacement worker can do the disputed job safely.
- That the replacement worker also has the right to refuse.
- Of the steps to follow when exercising this right.

## **Responsibilities**

### **Safety Officer**

The Safety Officer is accountable to Human Resources and is responsible for Occupational Health & Safety performance for all associates in their Region at all levels. The Safety Officer must provide leadership in all aspects of health and safety activities at work or otherwise. The Safety Officer must take an active role in all aspects of safety, within their Region.

### **Duties of the Safety Officer**

1. Ensure that all reasonable steps are taken to prevent accidents.
2. Be familiar with the Occupational Health & Safety Act, the company policy, and any other Act pertaining to health or safety.
3. Ensure all policies and Acts are followed by all levels of associates.
4. Ensure safety meetings are held, and minutes are recorded, posted, and filed according to Occupational Health & Safety regulations.

5. Ensure all accidents are reported and investigated.
6. Ensure Safety Data Sheets (SDS) are provided for all hazardous materials delivered to the workplace and are readily available for associates to review.
7. Ensure associates are instructed in the procedures and requirements of Occupational Health & Safety.
8. Review all accidents and near misses to determine root and basic causes, with suggestions/implementation of changes to prevent re-occurrence.

### **Associates**

1. Comply with all Company Procedures, Safety Policy, and requirements of Occupational Health & Safety.
2. Be responsible for working safely and carrying out their duties with skill and care to avoid accidental injury to themselves, fellow associates, or the general public.
3. Immediately report all injuries, near misses, or potential hazards to their supervisor.
4. Know the location of all fire extinguishers, fire alarms, or other warning devices.
5. Ensure all personal safety equipment is being used properly.
6. Never engage in horseplay or tomfoolery.
7. Maintain a clean and orderly work area.
8. When in doubt...ASK.

### **Suppliers**

1. Provide SDS for all hazardous material stored on our properties.
2. Ensure all reasonable steps are taken to prevent an accident.
3. Be familiar with the Occupational Health & Safety Act.

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### **General Safety Rules**

1. All accidents, injuries, or near misses, regardless of their nature, shall be promptly reported to the Safety Officer.
2. Clothing shall be appropriate to the duties being performed.
3. Running is not permitted except in extreme emergencies.



4. Visitors and customers are to be escorted by staff while on company property.
  5. Hand tools are to be used for their intended purpose only.
  6. Horseplay, fighting, or tomfoolery is strictly prohibited on our company premises.
  7. All spills will be immediately cleaned up and reported.
  8. Drawers and filing cabinets will be kept closed when not in use.
  9. Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened/anchored.
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### **Safety Tips**

1. If you are not sure...ask.
  2. Follow instructions and don't take chances.
  3. Wear your personal safety equipment.
  4. Never operate equipment you have not been trained for.
  5. Keep your work area clean.
  6. Avoid injury by lifting correctly. Max weight to be lifted by one person is 75lbs.
  7. Make sure the job can be done safely.
  8. Portable ladders must be secured against movement and placed on a stable base. The base of an inclined portable ladder is to be no further from the base of the wall or structure than  $\frac{1}{4}$  of the height to where the ladder contacts the wall or structure.
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### **First Aid**

An employer must ensure that the first responders at a work site have successfully completed a first aid training course and hold a valid certificate in first aid. An employer must keep a record at the site of workers who are first responders and post these names where they are accessible by all associates.

Every Region must have a first aid kit on site. Each kit must contain the following:

- Antiseptic cleansing towelettes, individually packaged
- Sterile adhesive dressings, individually packaged

- Sterile gauze pads, individually packaged
- Sterile compress dressings, with ties, individually packaged
- 1 pair of scissors
- 1 pair of tweezers
- Adhesive tape
- Crepe tension bandage – 75mm wide
- 1 resuscitation barrier device with a one-way valve
- Disposable surgical gloves
- 1 first aid instruction manual (condensed)
- Inventory of kit contents
- 1 waterproof waste bag

### **Accident Investigation Policy**

All accidents that result in injury or property damage, or that could have resulted in serious injury or property damage (near miss), must be thoroughly investigated. The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence. The Safety Officer shall be responsible for conducting the investigation.

The investigation report shall be completed as soon as possible after the incident and reported to the COO. The Safety Officer and the appropriate supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by Human Resources.

### **IT Employee Development and Training Policy**

**1. Purpose:** The purpose of this policy is to outline the commitment of our company to the development and training of our IT employees. This policy ensures that all IT staff are provided with the necessary tools, training, and development opportunities to perform their roles effectively, remain up-to-date with industry best practices, and grow professionally within the company.

**2. Scope:** This policy applies to all employees in the IT department, including full-time, part-time, and contract staff.

**3. Policy Statement:** Our company is committed to fostering an environment where employees are encouraged to develop their skills and knowledge. The company recognizes the importance of continuous learning and professional development in maintaining high standards of performance and innovation within the IT sector.

**4. Responsibilities:**

- **Human Resources Department:**

- Ensure that training programs are aligned with organizational goals.
- Track employee progress in development and training.
- Coordinate with the IT department to assess training needs and implement relevant programs.

- **IT Managers and Supervisors:**

- Identify the training and development needs of individual employees.
- Support employees in achieving their professional development goals.
- Provide guidance and mentorship to junior staff.

- **Employees:**

- Actively participate in available training and development opportunities.
- Take ownership of their own development and communicate their career goals.
- Apply newly acquired skills and knowledge to their roles.

**5. Training and Development Programs:** Our company will provide a variety of training and development programs to IT employees, including but not limited to:

- **On-the-Job Training:** Hands-on training to help employees learn the tools and systems used in their roles.
- **Technical Training:** Courses and workshops related to the latest technologies, software, and systems.
- **Soft Skills Training:** Development of communication, leadership, and interpersonal skills to enhance team collaboration and productivity.

- **Certifications:** Support for obtaining industry-recognized certifications relevant to the employee's role.
- **Leadership Development:** Opportunities for IT employees to develop leadership and management skills for career advancement.

**6. Training Evaluation:** To ensure the effectiveness of training programs, evaluations will be conducted post-training. Feedback from employees and managers will be collected to assess whether the training objectives were met and to identify areas for improvement.

**7. Training Funding:** Our company will provide funding for approved training and development programs. The funding may cover the cost of external courses, certifications, workshops, and conferences. Employees are encouraged to discuss their training needs with their managers to ensure alignment with their career growth goals.

**8. Career Pathways and Promotions:** Training and development are integral to career progression within our company. Employees who complete relevant training programs and certifications will be considered for promotion and internal advancement opportunities based on performance, skills, and readiness for greater responsibilities.

**9. Continuous Improvement:** Our company believes in the continuous development of its IT workforce to ensure we stay competitive and adapt to changing technologies. Regular reviews of this policy will be conducted to keep it aligned with the evolving needs of the company and the industry.

**10. Conclusion:** By fostering an environment of continuous learning and development, our company aims to empower employees to achieve their full potential, which in turn drives the success of the company and the IT department.

## **Technology and Device Usage Policy**

**1. Purpose:** The purpose of this policy is to establish clear guidelines for the appropriate use of technology, devices, and digital resources within our company. This policy aims to ensure that all employees use technology and devices responsibly, safely, and securely while contributing to the company's productivity and protecting its digital assets.

**2. Scope:** This policy applies to all employees, contractors, and temporary staff who have access to the company's technological resources, including computers, mobile devices, networks, and software applications.

**3. Policy Statement:** Our company provides employees with access to various technologies and devices to perform their job functions. These resources are essential for

the efficient operation of the company. It is crucial that these resources are used in a manner that is consistent with the company's values, goals, and security requirements.

#### **4. Responsibilities:**

- **Employees:**
  - Use company-provided devices and technology for work-related purposes.
  - Adhere to company policies regarding data privacy, security, and usage guidelines.
  - Take reasonable precautions to prevent unauthorized access to company systems and data.
  - Report any suspicious activities or security breaches to the IT department immediately.
- **IT Department:**
  - Ensure the availability, functionality, and security of the company's technological resources.
  - Provide training and support to employees regarding technology usage, including best practices for data protection.
  - Monitor technology usage to ensure compliance with company policies and identify any potential security risks.
- **Managers and Supervisors:**
  - Ensure that employees are aware of and comply with the technology and device usage policy.
  - Provide guidance on appropriate use of technology within specific job functions.

#### **5. Acceptable Use of Technology and Devices:**

- **Company Devices:**
  - Employees must use company-provided devices, such as laptops, smartphones, and tablets, for work-related tasks.
  - Personal use of company devices should be limited and should not interfere with work duties.

- Employees are prohibited from installing unauthorized software or applications on company devices.
- **Internet and Network Usage:**
  - Internet access provided by the company should be used for business-related activities.
  - Employees should refrain from accessing inappropriate content, including but not limited to, illegal, offensive, or harmful websites.
  - Employees are prohibited from using company networks to download or distribute illegal content.
- **Email and Communication Tools:**
  - Company email accounts and communication tools (e.g., instant messaging) should be used for professional communication.
  - Personal communication should be limited and should not interfere with work responsibilities.
  - Employees should be cautious about sharing sensitive information via email and communication tools.

## **6. Security and Data Protection:**

- **Password Protection:**
  - Employees must use strong passwords and change them regularly to protect their accounts and devices.
  - Employees should never share their login credentials or leave devices unattended while logged into company systems.
- **Data Privacy:**
  - Employees must respect the confidentiality of company information and sensitive data.
  - Any sensitive data, including customer data, intellectual property, and financial records, should be stored securely and accessed only by authorized personnel.
  - Employees should avoid using public networks to access sensitive company information.

- **Device Security:**

- All devices used to access company networks should have up-to-date antivirus software and security patches installed.
- Lost or stolen devices must be reported immediately to the IT department to prevent unauthorized access to company data.
- Employees should lock devices when not in use to prevent unauthorized access.

## **7. Prohibited Use:**

- **Inappropriate Content:**

- Employees are prohibited from accessing, downloading, or distributing illegal, obscene, or offensive material.

- **Malicious Activity:**

- Employees must not engage in activities that could harm company systems, such as hacking, phishing, or spreading malware.

- **Personal Devices:**

- Employees are discouraged from using personal devices for company business unless authorized. If personal devices are used, they must adhere to the same security standards as company-provided devices.

## **8. Monitoring and Compliance:**

- **Monitoring:**

- Our company reserves the right to monitor all technology usage, including emails, internet activity, and device usage, to ensure compliance with this policy.

- **Compliance:**

- Violations of this policy may result in disciplinary action, including but not limited to, verbal or written warnings, suspension of technology privileges, and potential termination of employment.

## **9. Training and Awareness:**

- All employees will receive training on the proper use of company technology and devices, as well as the importance of cybersecurity and data protection.

- Regular reminders and updates will be provided to ensure employees are aware of their responsibilities regarding technology usage.

**10. Conclusion:** By following this policy, our company aims to create a secure and productive environment for all employees. Responsible use of technology and devices is essential to maintaining the security, efficiency, and integrity of our systems, and we expect all employees to comply with these guidelines.

## **Employee Scheduling and Shift Management Policy**

**1. Purpose:** The purpose of this policy is to define the procedures for employee shift scheduling, including shift rotations and overtime approval. This policy aims to ensure fair scheduling practices, meet operational needs, and comply with labor laws while maintaining a healthy work-life balance for employees.

**2. Scope:** This policy applies to all employees of our company who are subject to shift work and overtime, including full-time, part-time, and temporary employees.

**3. Policy Statement:** Our company is committed to providing a clear and fair approach to employee scheduling and overtime management. The objective is to ensure that scheduling meets business needs while balancing employee availability and preferences. All shifts and overtime hours must be scheduled and approved according to the guidelines outlined in this policy.

### **4. Shift Scheduling:**

- **Shift Types:**
  - **Fixed Shifts:** Some employees may be assigned fixed shifts, where they work at the same time each day. The fixed shift schedule will be communicated well in advance.
  - **Rotating Shifts:** Employees working in roles requiring rotating shifts will be assigned a series of shifts that change regularly (e.g., a rotating cycle of morning, afternoon, and night shifts). The rotation schedule will be prepared and shared with employees ahead of time to allow adequate preparation.
- **Shift Duration and Work Hours:**
  - Each shift will generally be of 8 hours, unless otherwise agreed or specified by the job requirements.



- The company adheres to local labor laws regarding the maximum hours employees can work per day or week, ensuring employees are not scheduled for excessive hours without appropriate breaks.
- **Scheduling Process:**
  - Scheduling will be done by the HR or Operations department and will be based on operational requirements, employee preferences (when possible), and business needs.
  - Employees will be notified of their shifts at least [X] days in advance. Any changes to scheduled shifts will be communicated promptly, and employees will have the opportunity to confirm or raise concerns.
- **Employee Preferences:**
  - Employees may be asked to provide their preferred working hours or days when possible. The company will make every reasonable effort to accommodate these preferences, but operational needs take priority.
- **Time-Off Requests:**
  - Employees are required to submit time-off requests in advance, and these will be accommodated whenever feasible, based on business needs and scheduling availability.

## **5. Overtime Approval:**

- **Overtime Definition:**
  - Overtime refers to any hours worked beyond the employee's regular work schedule, typically more than 40 hours per week or as defined by local labor laws.
- **Overtime Request Process:**
  - Employees must request overtime approval in advance from their immediate supervisor or manager. Overtime should only be worked after receiving prior approval unless it is an emergency or critical operational need.
  - Employees are required to fill out an overtime request form (either paper or digital) providing details such as the date, time, and reason for overtime.
- **Overtime Approval Process:**

- Supervisors will review the overtime request to ensure that the need for overtime is justified and that the employee has not exceeded the allowable work hours per company policy or legal requirements.
- Once reviewed and approved, the supervisor will notify the employee of the overtime authorization. If the overtime is not approved, the employee will be informed of the reasons for the denial.
- Overtime hours worked must be recorded and submitted to HR for payroll purposes.
- **Overtime Compensation:**
  - Employees will be compensated for overtime work as per the company's compensation policy and in compliance with applicable labor laws.
  - Overtime pay will be calculated based on the employee's standard hourly rate or as outlined in the employment contract, with adjustments for applicable premium rates for overtime hours.

## **6. Guidelines for Managing Overtime:**

- Overtime should be kept to a minimum and used only when absolutely necessary to meet business demands.
- Employees are encouraged to manage their time efficiently to avoid overtime, and supervisors should regularly assess staffing levels to avoid overburdening employees.
- Excessive overtime may lead to fatigue, burnout, and reduced productivity. The company aims to limit overtime to reasonable levels to maintain employee well-being.

## **7. Responsibilities:**

- **Employees:**
  - Employees are responsible for reviewing their assigned shifts and confirming their availability.
  - Employees should submit time-off requests in advance and provide appropriate notice for any scheduling conflicts.
  - Employees must request overtime in advance and comply with the company's overtime approval procedures.

- **Supervisors/Managers:**

- Supervisors are responsible for creating schedules based on business needs, ensuring fairness, and considering employee preferences when possible.
- Supervisors must ensure overtime is approved in accordance with company policy and labor laws.
- Supervisors must monitor employees' work hours and ensure compliance with maximum work-hour limits.

- **Human Resources:**

- HR will support the scheduling process and ensure that all employees are aware of their shift schedules.
- HR will maintain records of overtime requests, approvals, and hours worked for payroll and compliance purposes.
- HR will ensure that the company remains compliant with applicable labor laws regarding employee work hours and overtime.

## **8. Compliance:**

- All employees and supervisors must comply with this policy to ensure fair and legal scheduling practices.
- Any violations of this policy, such as working unapproved overtime or failing to adhere to scheduled shifts, may result in disciplinary action.

## **9. Training and Awareness:**

- New employees will receive training on the scheduling system and overtime approval process during their onboarding.
- Periodic reminders will be sent to employees and supervisors to ensure adherence to this policy.

**10. Conclusion:** The company strives to provide a balanced and fair approach to employee scheduling and overtime management. By following this policy, we aim to optimize operational efficiency while supporting the well-being of our employees.

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