

EMPLOYEE ATTENDANCE POLICY

EMPLOYEE ATTENDANCE POLICY

NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-001

1. PURPOSE AND SCOPE

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1. This Employee Attendance Policy ("Policy") establishes attendance and p

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2. Given the Company's focus on advanced robotics development and manu

2. DEFINITIONS

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1. "Absence" refers to any failure to report for scheduled work during norma

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2. "Tardiness" means arriving at the workplace after the scheduled start time

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3. "Early Departure" refers to leaving work prior to the end of the scheduled

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4. "No-Call/No-Show" means failure to report to work without proper notific

3. WORK SCHEDULES

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1. Standard Operating Hours:

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Corporate Office: Monday through Friday, 8:00 AM to 5:00 PM EST

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R&D Laboratory: Two shifts, 6:00 AM to 2:30 PM and 2:30 PM to 11:00 PM

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Manufacturing Floor: Three shifts, operating 24/7

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2. Employees must adhere to their assigned schedules, including designated

4. NOTIFICATION PROCEDURES

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1. Employees must notify their immediate supervisor of any anticipated absence

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2. Notification Methods:

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Primary: Company attendance management system

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Secondary: Direct supervisor contact via phone

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Tertiary: Human Resources Department email

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3. Documentation Requirements:

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Medical documentation for absences exceeding three (3) consecutive days

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Official documentation for jury duty, military leave, or bereavement

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Other supporting documentation as requested by Human Resources

5. ATTENDANCE TRACKING AND MONITORING

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1. The Company utilizes an electronic time-tracking system for all employees

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2. Attendance Incidents:

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Unexcused absence: 1.0 point

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Tardiness (>10 minutes): 0.5 points

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Early departure (unauthorized): 0.5 points

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No-call/no-show: 2.0 points

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3. Rolling 12-Month Period:

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Points reset after twelve (12) months from the date of occurrence

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Progressive disciplinary action begins at 4.0 points

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Termination may occur at 8.0 points

6. EXCUSED ABSENCES

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1. The following absences do not accrue attendance points when properly do

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Approved vacation time

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Sick leave (with proper notification)

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FMLA leave

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ADA accommodations

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Workers' compensation

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Jury duty

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Military service

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Bereavement leave

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Company-approved remote work

7. DISCIPLINARY ACTIONS

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1. Progressive Discipline Schedule:

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4.0 points: Verbal warning

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5.0 points: Written warning

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6.0 points: Final written warning

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8.0 points: Subject to termination

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2. No-call/no-show for three (3) consecutive scheduled workdays constitutes

8. PERFECT ATTENDANCE RECOGNITION

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1. Employees maintaining perfect attendance for six (6) consecutive months

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Recognition in company communications

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One (1) additional paid time off day

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Eligibility for quarterly perfect attendance bonus

9. POLICY MODIFICATIONS

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1. The Company reserves the right to modify this Policy at any time with or without notice.

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2. Any modifications will be communicated through official company channels.

10. ACKNOWLEDGMENT

I acknowledge that I have received and read the NaviFloor Robotics, Inc.
Employee Attendance Policy. I understand and agree to comply with all terms
and conditions outlined herein.

Employee Name: _

Employee ID: _

Department:

Date: _

Signature: _

11. POLICY ADMINISTRATION

Policy Owner: Human Resources Department

Last Review Date: January 15, 2024

Next Review Date: January 15, 2025

Version 2.0

