

<b>EAST PENN MANUFACTURING CO., INC.</b>			
<b>EAST PENN POLICIES AND PROCEDURES MANUAL</b>			
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Approved By: Robert D. Harrop		Document No.: EPPM\PERSONAL\NAVITAS	

## **Attendance and Punctuality**

Regular attendance is an attribute that is to be highly valued by all. Whenever an employee is absent, someone else has to “cover” the job. This may result in unnecessary overtime, production inefficiencies and waste, increased production costs, other employees working harder to make sure our customer needs are met, inconvenience to co-workers who can be forced to come in early or stay late, temporary transfer of an employee to a job other than their regular job which could result in quality issues, and jeopardy of employment for employees with habitual attendance issues.

Substantial absenteeism in a business unit or on a plant-wide basis could jeopardize the entire plant operations and our long-term success. Therefore, it is in the best interest of the plant performance and efficient business operations for employees to establish and maintain regular, consistent attendance.

### **1. Attendance Incentive**

This program is designed to recognize hourly employees who regularly contribute to the productivity and manufacture of Navitas products by having perfect attendance.

Employees who have perfect attendance in a quarter will receive 1 free no fault paid absence day (8 hours) to a maximum of 4 per year (rolling 12 month). Any reported absence, Unpaid PTO, tardiness, early departure, not working scheduled hours (including mandatory overtime or volunteering for overtime and then failing to work as scheduled), etc. will disqualify an employee from the Attendance Incentive. The employee also can be “paid out” for this day. To request pay out, please see human resources.

Employees earning the attendance bonus will receive notification from human resources.

Every job is vitally important to the efficient operation of the Company and we depend on each employee to be on their job as scheduled. Employees are expected to be in their work area when the shift begins and throughout the scheduled work hours. However, we realize situations arise, such as personal illness or other emergencies requiring immediate attention, which may require an employee to miss work. If an employee cannot work as scheduled, they must notify the Company no later than one (1) hour prior to the start of their shift, so that necessary arrangements for covering the job can be made.

### **2. Notification**

The Company has established call-in numbers for employees (Please call your Supervisor/Manager). All absences (partial or full) shall be reported to this number designated by your supervisor.

When reporting an absence, you must call in yourself unless you are unable to do so. If you are incapacitated, a family member may call in for you and the following information must be provided:

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- ✓ Name
- ✓ Supervisor
- ✓ Shift
- ✓ Date of Absence.

Notification must take place for each shift missed. Notify your manager about return-to-work date. Failure to notify the supervisor of an absence, prior to the absence, will be treated as a failure to notify and a no-call/no-show. Additional progressive discipline will be warranted under these circumstances

### 3. **Guidelines**

Navitas has adopted a “no-fault” approach to dealing with unscheduled absenteeism. This program is structured and intended to treat all employees equally, with fairness, consistency, and as responsible adults. As the approach is “no-fault,” the supervisor’s judgement in excusing or not excusing absence is removed, and consistency and fairness are maximized. This approach does not question your reason for missing work; it simply records that you missed.

Employee absenteeism, tardiness, and early departures will be monitored and tracked- using Kronos. The attendance program will be measured using a rolling 12-month period, which is evaluated exactly to the date of the absence, not rounded to the beginning or end of a month.

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### 5. **Excused Absences**

Holiday, vacation, jury/subpoenaed witness duty, bereavement, qualified inclement weather occurrence and any approved formal leave of absence will not be assessed an occurrence.

An employee may apply for disability, FMLA or workers compensation as appropriate, however, if the application for those benefits is subsequently denied, the employee’s occurrence balance will be charged the time missed. The employees PTO will be used in parallel with FMLA.

The company will allow each employee to use up to 20 hours of PTO time (Paid Medical Sick leave) for call in’s of less than 24 hours in advance. This means an employee can call in sick and utilize PTO time (Paid Medical sick leave). These PTO hours can be taken in 4-hour increments. These call in’s will not be assigned an occurrence **but will make the employee ineligible for the attendance bonus and will count as an absence.**

### 6. **Tardy/Early Departure**

Employees are expected to be in their work area promptly at the start of their shift and when returning from breaks/lunch. Additionally, employees are expected to work their full shift and not leave early for breaks/lunch. Expectation is to be at your function at the start of shift, after breaks and not leave the job until end of shift. Employees are expected to remain in their work area, performing meaningful job tasks, including general housekeeping activities, until the end of their scheduled shift. Up to 3 Tardies per six months will be consider as excused before any occurrences.

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8. **No Punch-In/No Punch-Out**

Employees attempting to punch-in or out at the time clock, who either do not have their ID card or whose card is not readable, must report this problem to supervision immediately. There will be 2 mis punches excused per 6 months before any disciplinary action.

9. **Overtime Absences**

If an employee is scheduled for overtime, all aspects of this program will apply as part of the employee's work week.

10. **Administration of Program**

11. **EMPLOYEE'S POINTS USED**

An employee whose no-fault absence record reflects 6 Occurrences used in any rolling 12-month period will be terminated.

<b><u>Occurrences</u></b>	<b><u>Progressive Discipline</u></b>
1	No action taken
2	Verbal Warning
3	No action taken
4	Written Warning
5	No action taken
6	Termination

\*After 20 hours of Paid Medical sick leave any consecutive absences will be treated as one occurrence (such as calling in with the flu for 3 days) and will require substantiation.

This time limit is both fair and necessary to maintain our plant's competitiveness. For the sake of fairness, consistency, and business performance, we cannot grant exceptions to this limit.

**Occurrences**

- 1 tardy or leave early = ½ occurrence
- 1 unexcused absence= 1 occurrence
- 1 no call or no show = 2 occurrences

12. **Progressive Discipline**

Once an employee has reached and/or surpassed a discipline milestone in their attendance, the supervisor is responsible for administering the appropriate discipline level.

Progressive discipline documents are to be signed by the employee to acknowledge that he/she has read and understands what is written. Refusal to sign a warning does not make it invalid, because a second supervisor/manager will be called in to witness the employee's refusal to sign.

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**Record of Revisions**

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