

## Attendance Policy

*Trinity Products is committed to providing a culture that is supportive of both the Company's business demands and offers employees reasonable flexibility to schedule their time away from work. To effectively manage employee absenteeism in a fair and equitable manner, Trinity has created an Attendance Policy.*

The Attendance Policy point tracking follows a 365-day rolling calendar. This means the calendar "starts" on the day the employee receives their first point. The point will drop off after 365 days. Ex: Point issued 8/11/2025 falls off 08/11/2026.

### Timekeeping and Work Schedules

Employees are expected to be present and on time for work during their scheduled work shift and utilize the time clock to properly record hours worked. Employees should clock in no earlier than 5 minutes prior to their scheduled start time and no later than 10 minutes past their scheduled stop time (without prior approval for OT). Additionally, employees are required to clock in and out for all unpaid lunch periods using the appropriate time clock. All schedule switching must be pre-approved by an authorized manager. Failure to follow the timekeeping and work schedule procedures will result in disciplinary action up to and including termination.

### Overtime

Employees may be required to work overtime, whether volunteered by the employee or assigned by the company, and the resulting scheduled overtime will become part of the employee's schedule within that assigned period and is subject to the attendance policy.

### Absences

An attendance infraction/unapproved absences is any exception to an employee's work schedule that was not pre-approved in advance by their Department Manager and includes arriving late or leaving early or being absent for any part of the scheduled workday, unless applicable law requires otherwise.

It is the responsibility of the employee, to notify their supervisor of any absence (late arrival, early leave, absence, etc.). Your supervisor or manager is: \_\_\_\_\_ and can be reached at: \_\_\_\_\_.

If you do not contact your supervisor within 2 hours of your scheduled start time, the absence will be counted as a No Call/No Show. Employees with 2 No Calls/No Show Absences within a

rolling 365-day timeframe will be subject to termination. Additionally, if an employee has 2 consecutive No Call/No Show absences it will be considered job abandonment and employment will be terminated.

If any employee arrives late to work, dependent upon the arrival time, it will be at the managers discretion whether to allow the employee to clock in and begin working or be sent home for the remainder of the shift, depending upon operational and related business needs. Management will review and respond accordingly to late arrivals due to inclement weather.

Employees are expected to be clocked in and ready to work at their scheduled start time. Trinity understands that occasional situations will cause an employee to be late to work. If an employee recognizes they expect to have a late arrival, they should contact their supervisor immediately. A pattern of habitual tardiness will be treated as a performance issue and will result in the employee being subjected to progressive disciplinary steps up to and including separation.

Certain absences will be considered as Excused Absences and not subject to Attendance Points being issued: Proper documentation and notification to the Company may be required. Examples of Excused Absences are as follows: Military leave/obligations, bereavement leaves (for qualifying family members), jury duty, PTO (pre-arranged with supervisor or manager), any leave of absence covered under ADA or FMLA, or any other legislatively mandated protected leave.

*Employees are required to use available paid benefit time (PTO) to cover absences. Even if PTO is available to cover an unplanned or unexcused absence, the absence is still subject to the issuance of appropriate attendance points as defined in this policy, unless applicable law provides otherwise.*

### **Calculation of attendance points infractions**

- Unapproved late occurrence = 1 point
- Unapproved absent occurrence= 2 points
- Unapproved early out occurrence = 1 point

### **Overview of disciplinary action for attendance infractions**

- 3 points: Verbal (but documented) warning
- 5 points: written warning
- 6 points: Meeting with manager/supervisor
- 7 points: Termination of employment

Employees who “call in” absent for three (3) or more consecutive days may be required to submit documentation from a healthcare provider to Human Resources, unless applicable law requires otherwise.

I understand that it is my responsibility to read, understand, and abide by the Trinity Attendance Policy. I also understand that if I have any additional questions regarding this policy, I should direct those questions to my supervisor, manager, or Human Resources.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_