

ATTENDANCE POLICY

Full-Time Attendance Policy

The XXXX Railroad Standards for Employee Attendance are as follows:

Associates of the company have a legitimate expectation of reasonable opportunities to be off of work. All associates share certain basic responsibilities. One of these responsibilities is to comply with full-time attendance standards so that the company is able to meet its business obligations to its customers. An associate's abuse or neglect of proper attendance negatively impacts the operation of the company and will jeopardize the associate's prospects for future continuous employment.

All associates are required to adhere to the prescribed working hours faithfully and are required to work full-time. An associate who is abusing attendance will be identified and will be subject to handling under this policy.

Attendance Policy Guidelines

Attendance under this policy will be evaluated on a quarterly basis. It will allow for no more than one tardy or one call-off without the associate receiving a warning regarding attendance. If an associate is sick and misses one or more continuous days of service and has a note from a physician to return to service, it will be considered an excused absence and will not count against the associate's attendance record. If an associate is sick for three or more continuous days a note from a physician is required to return to work. An associate may be required to undergo further medical evaluation as directed by the company prior to his or her return to service. Compensated absences for vacation (PTO), bereavement leave, jury duty, company business, attending court and call-off for union business will not be counted against an associate's attendance record.

The following steps will be followed for attendance violations:

- 1 Tardy or call-off per quarter will result in no action being taken.
- 2 Tardy and/or call-offs in a quarter with no existing level of infraction on an associate's personal record will result in a letter of warning being issued to the associate. A letter of warning is a Level 1 infraction under this policy.
- 3 Tardy and/or call-offs per quarter with no existing level of infraction on an associate's personal record will result in a letter of reprimand being issued to the associate. A letter of reprimand is a Level 2 infraction under this policy.
- 4 Tardy and/or call-offs per quarter will result in a suspension from service, which is a Level 3 infraction under this policy. Continued violations may result in more severe disciplinary action up to termination, which is a Level 4 infraction under this policy.

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For a **NO CALL/NO SHOW** or **MISS CALL** which is a failure to call and inform an associate's immediate or designated supervisor that the associate will not be available to cover his or her shift or failure to respond to a call for service will result in the following steps:

- The first NO CALL/NO SHOW or MISS CALL will result in a Level 2 infraction.
- The second NO CALL/NO SHOW or MISS CALL will result in a Level 3 infraction.
- The third NO CALL/NO SHOW or MISS CALL will result in a Level 4 infraction. This is considered job abandonment for which termination from service is warranted.

Individual circumstances will be reviewed in each case before a decision regarding disciplinary action is made. The company recognizes situations and circumstances may impact attendance, and the supervisor will use reasonableness in addressing these issues. Discipline administered under this policy will be progressive. If an associate has a level of discipline for an attendance violation on their personal record and receives another attendance infraction as described in this policy the associate will progress to the next level of discipline. Discipline administered under this attendance policy will be separate from any other discipline. Discipline that may be issued under the company's discipline policy will not affect discipline for attendance.

The immediate or designated supervisor will develop a written "corrective action plan" with the associate following a Level 2 or Level 3 violation of the policy which specifies attendance requirements. An infraction will remain on an associate's personal record for a period of one (1) year and will be removed at that time if no other infractions of the policy have occurred. The investigation and discipline provisions of the collective bargaining agreement will apply to all employees that are governed under its application.

The levels of infraction under this policy are described below:

LEVEL 1

Letter of Warning

If an associate exceeds the company's attendance policy guidelines as described in this policy the associate will be required to meet with his or her immediate or designated supervisor to discuss their attendance record and reasons for absenteeism. If during the conference it is determined the company's policy guidelines were exceeded the associate will be issued a letter of warning and given an opportunity to improve attendance behavior or risk proceeding to Level 2. Written confirmation of the conference with the associate will be placed on the associate's personal record.

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LEVEL 2

Letter of Reprimand

If an associate exceeds the company's attendance policy guidelines as described in this policy the associate will be required to meet with his or her immediate or designated supervisor to discuss their attendance record and reasons for absenteeism. If during the conference it is determined the company's policy guidelines were exceeded and the associate is at a Level 1 under the policy the associate will be issued a letter of reprimand and given an opportunity to improve attendance behavior or risk proceeding to Level 3. Written confirmation of the conference with the associate will be placed on the associate's personal record and a corrective action plan will be developed with the associate specifying attendance requirements.

LEVEL 3

Five (5) Day Suspension

If an associate exceeds the company's attendance policy guidelines as described in this policy the associate will be required to meet with his or her immediate or designated supervisor to discuss their attendance record and reasons for absenteeism. If during the conference it is determined the company's policy guidelines were exceeded and the associate is at a Level 2 under the policy the associate will be issued a five (5) day suspension and given an opportunity to improve attendance behavior or risk proceeding to Level 4. Written confirmation of the conference with the associate will be placed on the associate's personal record and a corrective action plan will be developed with the associate specifying attendance requirements.

LEVEL 4

Termination

If an associate has not improved attendance behavior and continues to exceed the company's attendance policy guidelines and the associate is at a Level 3 under the policy the associate will be subject to termination from service.

Note: Termination as a result of a Level 4 infraction will be reviewed for consistent policy application by the Senior Leadership Team. It is the associate's responsibility to fully understand the requirements of this policy and comply with its guidelines. If there are any questions regarding this policy, please contact your immediate or designated supervisor that is assigned to administer this policy.

