

Augusta Mill
Attendance Policy

Absenteeism, tardiness and leave earlies in our mill is considered poor job performance. This policy is meant to define the absenteeism and Tardy/Leave early disciplinary steps. The mill is here to service our customers. Unexcused absenteeism, tardiness and leave earlies are disruptive to our operations.

Management has the discretion to excuse absences, tardiness and leave earlies. Management would encourage employees who have known work conflicts to partner with their supervisor to discuss the date and determine if management can pre-emptively excuse the absence, tardy or leave early event. If the date is approved, the approval should be documented in the payroll system.

Procedures:

In the event an employee will not be at work, it is the employee's responsibility to contact the company (as stated in the labor agreement) at least three (3) hours before their designated starting time (unless it is impossible to give such notice) by notifying the main security gate at 706-796-5416. The employee must continue contacting security each day the employee is scheduled but absent, unless pre-approved by Human Resources. At that time the employee should advise the company of the reason for absence and the probable length of absence. Security will be responsible for informing the employee's supervisor of the intended absence.

All employees are required to clock in and out each day in accordance with the Time Clocking Expectations below in order to record accurate payroll information.

Employees are expected to schedule medical appointments and other personal business at a time other than scheduled work shifts. However, should it be necessary to miss work for these reasons, the employee is expected to provide proper notification of their need for time off as far ahead of time as possible and in accordance with policy. Such notice will include an explanation of the need, sufficient to permit the company to determine if it can accommodate the employee's request.

Definitions:

Occasion (Unexcused Absence) – Defined as being absent for one or more consecutive scheduled work days for the same reason. This includes work for which the employee is normally scheduled or work that is outside their usual schedule (filling vacancies, etc.) and any event at which the employee is required to participate in such as training, safety meetings, etc.

Absence exceptions that would not be chargeable under the procedure through verified documentation are:

Jury Duty, Funeral Leave, Vacation, Official Union Business, Military Leave, Disciplinary Suspensions,
Approved disability leave, Approved FMLA, Worker's Compensation Absence, State/Municipality subpoena

Corrective Action Procedure Unexcused Absences:

1. Employees absent on four (4) or more occasions or six (6) days in any 12-month period will be issued a documented counseling in the presence of their union steward. Crew 5 employees will not be issued a counseling step until five (5) occasions or seven (7) days in any 12-month period.

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2. Each continued occasion in the 12-month period following the last progressive disciplinary step's date of issue will result in additional progressive disciplinary steps, up to and, when necessary, including termination. In the case of issuing the Final Warning, it would require (2) occasions from the date of the issue of the Written Reprimand.
3. The progressive disciplinary steps are as follows:
 - **Documented Counseling**
 - **Written Reprimand**
 - **Final Warning**
 - **Termination**
4. The following notation will appear on all letters of reprimands, counseling and memos to file issued by the Company:
"Nothing contained in this document shall be used to the disadvantage of the employee to which it is directed after one (1) year from the date of issue."
5. The Company will furnish the appropriate Local Union(s) as well as the employee with a copy of all memos to file, counselings, and reprimands.
6. Notice of progressive discipline related to absenteeism must be provided to the employee within the employee's next five (5) scheduled working days following the notice of occurrence for the disciplinary action to be valid. Exceptions may exist due to suspensions or availability outside of the control of the Company.

Corrective Action Unexcused Leave early/Tardy:

Definition:

Tardy: Clocks in at least one minute after the start of their scheduled shift.

Leave early: Leaving prior to the end of their scheduled shift.

Disciplinary Process:

Employees that have a combination of leave early and tardiness equal to nine (9) occasions in any 12-month period will be counseled in the presence of his/her union steward. The discipline will be noted in the employee's file and issued under the leave early/tardy discipline track; separate from the attendance and job performance discipline tracks.

Two (2) continued combined leave early/tardiness in a 12-month period following the last progressive disciplinary step's date of issue will result in additional progressive disciplinary steps, up to and, when necessary, including termination. The remaining progressive disciplinary steps are outlined below:

1. Counseling (9)
2. Written Reprimand (11)
3. Final Warning (13)
4. Termination (14)

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Upon implementation of this policy change current leave earlies would be zeroed out (this is a non-precedent setting step). Tardy records would be maintained and count toward the combined leave early/tardy tally.

Other Violations:

No Call/No Show: An absence where no notification is given prior to the shift or within three (3) hours of the start of the shift and applies to work for which the employee was scheduled to work or may have volunteered to work with prior approval. An employee who commits a “No Call/No Show” will be charged with two (2) occasions for each day. Few legitimate causes exist that justify an employee not reporting themselves unable to work. Absences of this nature will warrant more severe disciplinary steps. An employee absent for three shifts without prior permission or suitable explanation will be presumed to have quit his/her job.

All Other Violations: A recurring trend of absences (i.e. absences that occur at specific times, on specific shifts or days of the week, or absences that occur in conjunction with or adjacent to special events such as scheduled shutdowns, vacations, holidays, etc.), will be addressed with the employee and be subject to discipline under the job performance discipline track.

Time Clocking Expectations:

All Augusta Mill hourly employees must comply with the following time clocking expectations.

- Enter and Exit the mill through the designated parking lot turnstiles.
 - o If an employee’s badge does not work at the turnstile the employee must sign in and/or out at the main gate, inform their supervisor and have the issue corrected before leaving the mill or as soon as practical.
 - o If an employee has lost or forgotten their badge they must sign in and/or out at the main gate, notify Security, inform their supervisor and have the issue corrected before leaving the mill or as soon as practicable.
 - Employees will be entitled to a maximum of two (2) replacement badges in a calendar year. Any subsequent badges will be replaced at a cost to the employee of \$10 per badge.
- Any employee arriving late or leaving early must enter/exit through the turnstiles and clock on/off through Workbrain.
- Clock on/off through Workbrain, using the time clock or computer in your designated work area, every work day.

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- o Employees should not clock in more than 7 minutes prior to the start of their designated shift, and clock out more than 7 minutes after their designated shift. All exceptions would need justification and management approval.
- o If an employee's badge does not work in Workbrain, the employee must immediately inform their supervisor and have the issue corrected before leaving the mill or as soon as practical.
- o Employees clocking on and/or off in areas other than their designated work area is prohibited and subject to discipline unless attending a scheduled meeting in the area (safety training, medical appointment, etc.) and have obtained prior approval from their supervisor.
- o Any other requests will require advance approval from HR.

Please contact your supervisor or Human Resources with any questions or concerns. Failure to comply with these time clocking expectations may result in progressive discipline up to and including termination.