

# Attendance Policy



## Overview

It is imperative to our business that you are respectful of your work schedule. Your attendance and punctuality at work are extremely important and C&C Wind Energy Services considers a good attendance record a prime indication of your interest in and concern for your job. When you are late or do not show up for work, then your fellow employees have to bear the burden of your absence, and our clients may suffer as a result. If you are going to be late or absent, you are responsible to notify the appropriate people as far in advance as possible. Excessive absences or tardiness, or failure to notify the appropriate people of your lateness or absence, may result in disciplinary action, up to and including termination. An unreported absence of three consecutively scheduled work shifts is considered a voluntary resignation.

**Please note:** *If necessary, you may be asked to provide proof of a valid reason for an absence.*

## Purpose

This attendance policy is intended to document the procedure for an employee who either misses a scheduled work shift(s) or who reports late for a scheduled work shift(s). This policy will also serve as a guide to employees and management as to the correct procedure for notifying C&C Wind Energy Services. This policy pertains only to unscheduled absences and tardiness.

## POLICY

### Absence

If an employee is unable to attend a working shift the following notifications **must be made** as soon as reasonably possible or as the situation permits.

1. The local Client Supervisor must be notified directly via telephone, or other appropriate forms of communication, that the employee is unable to attend the scheduled working shift. If there is a C&C Wind Energy Services Lead present at the work location, this person shall be the point of contact for the employee and will act as the liaison between the employee and the Client Supervisor.
2. In addition, the C&C Wind Energy Services Field Operations Manager shall be notified by the employee directly or by the appointed C&C Wind Energy Lead, that the employee is unable to attend the scheduled working shift.

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3. Once the C&C Wind Energy Services Operations Manager is notified, it becomes his /her responsibility to notify the appropriate back office personnel as required.

### Late for Work

In the event that an employee is going to be late for a scheduled working shift the following notifications must be made as soon as possible or as the situation permits.

1. The local Client Supervisor must be notified directly via telephone, or other appropriate forms of communication, that the employee will be late for the scheduled working shift. If there is a C&C Wind Energy Services Lead present at the work location, this person shall be the point of contact for the employee, and will act as the liaison between the employee and the Client Supervisor.
2. In addition, the C&C Wind Energy Services Field Operations Manager shall be notified by the employee directly or by the appointed C&C Wind Energy Lead, that the employee will be late to start the scheduled working shift.

### Absences due to medical reasons

If an employee is unable to be present for all or part of a scheduled working shift; in addition to the above procedures, the employee may be asked by C&C Wind Energy Services management to provide applicable documentation from a medical professional stating the reason why the employee is unable to attend the scheduled working shift. (if permitted by law).

### Absences due to COVID 19

*(\*\*subject to change as pandemic guidelines change.\*\*)*

If an employee has contracted COVID-19, or has been deemed in close contact of a COVID positive person and is requested to quarantine the employee should follow all instructions as directed by Public Health, the Customer and/or C&C safety standards and protocols.

If an employee is unable to present for a working shift and unable to travel home as a result of contracting COVID 19 or COVID 19 Quarantine; C&C Wind Energy Services will pay up to a maximum of 7 days per diem while you are off work (once per calendar year).

Any additional reimbursement will be governed by client contract, and/or available government programs.

### Repetitive Absences and/or Tardiness

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If an employee is consistently absent or late to a scheduled working shift, it becomes the responsibility of C&C Wind Energy Services management to address the situation by following the appropriate escalation procedure. Depending on circumstances surrounding the situation, disciplinary actions may be taken up to and including termination.

### Job Abandonment

If you fail to show up to work for 3 consecutive days/shifts in a row, without contacting your manager, then you may be deemed to have abandoned your job or voluntarily terminated your employment with C&C Wind Energy Services, subject to compliance with applicable human rights law.

### Responsibilities

Employees – it is the responsibility of each and every employee of C&C Wind Energy Services to adhere to this policy, by following the procedures outlined above, based on each circumstance with as early as practical notice being supplied to the appropriate management personnel.

Management – It is the responsibility of C&C Wind Energy Services management to maintain records of employee attendance. Management will approach each situation as unique and understand that each occurrence shall be treated on a case-by-case basis.