



**R. Fryer Forest Products LTD.**  
**Monetville, Ontario**  
**Policies & Procedures**

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*Subject:* **ATTENDANCE**

***POLICY:***

R. Fryer Forest Products Ltd. recognizes that employees may become ill or need time off for appointments or vacations. However, the need for employees to maintain a healthy attendance record is very high and attendance is a very serious issue.

Poor attendance can cause issues with sprains, strains or other injuries due to the rotation of workers to positions that they may or may not be completely familiar with. For this reason R. Fryer Forest Products has established the following procedures.

***PROCEDURES:***

- 1) As stated to all employees in the orientation process, all employees are to call in if they are going to be absent from their scheduled shift for any reason. Or to make prior arrangements in scheduling time off for Doctors appointments or vacation time.
- 2) As much as possible workers will be trained and given more experience on key jobs. Such as Tailing the Edger, Trimming, Talley Person, Resaw, Planer Trimmer System etc. This will thereby give employees who may need to rotate to these positions more experience and bring down the chances of any sprains, strains or other injuries due to a lack of familiarity.

***DISCIPLINARY PROCEDURES***

- 1) If it is found that an employee's missed shifts equals 2% of days worked a verbal warning will be given.
- 2) If it is found that an employee's missed shifts equals 5% of days worked a written warning will be issued.
- 3) If it is found that an employee's missed shifts equals more than 5% of days worked the employee will be subject to time off or termination at the Superintendents discretion.