

1.0 Purpose

CPG is committed to providing a rewarding workplace. We recognize that perfect attendance is an outstanding accomplishment and employees who achieve this milestone should be recognized and rewarded. This program establishes a rewards program that recognizes and rewards employees should they achieve such an amazing accomplishment.

2.0 SPECIFIC POLICY AND PROCEDURE

2.1 Implementation

This policy will be effective as of February 1, 2015 for all CPG employees. To be eligible for the program, employees must be classified as Hourly. Additionally, employees have to be employed on January 1st of the current calendar year in a full-time capacity. Perfect attendance shall be identified and recognized as having 0 occurrences for the calendar year.

2.2 Your Elephant Rewards Program

1. Employees will be eligible to earn points which will be accumulated to spend via the Your Elephant Rewards Program.
2. Points accumulation and redemption can be processed via www.yourelphant.com

2.3 Point Reward System

1. CPG will reward points per the following structure. This structure can be modified at any time management deems necessary.

Employee Action	Approving Authorization	Points Earned
Perfect attendance for 1 calendar year	Human Resources	1000
Perfect attendance in consecutive calendar years after year 1 and below year 5	Human Resources	1000 (each year)
Perfect attendance for 5 consecutive calendar years	Human Resources	6000
Perfect attendance for consecutive calendar years 6-9	Human Resources	1000 (each year)
Perfect attendance for 10 consecutive calendar years	Human Resources	12,000
Perfect attendance for consecutive calendar years 11-14	Human Resources	2000 (each year)
Perfect attendance for 15 consecutive calendar years	Human Resources	18,000

2.4 Submission of Perfect Attendance

1. HR will run a report during the first of January the following calendar year to identify all eligible employees.
2. Human Resources will notify regional General Managers of those employees who earned perfect attendance. A small recognition ceremony will be held.
3. HR will notify and submit all earned points to the Your Elephant program.

2.5 Points Redemption

1. Points will accumulate over time and may be redeemed by the employee at any time.
2. Upon termination of employment, employees have 24 hours upon termination to redeem their accrued points before their account is closed. If an employee is terminated for cause, they are ineligible to redeem their points upon termination.