

NO CALL / NO SHOW POLICY

Concept Packaging Group's No Call / No Show is defined as being absent from one's shift, or otherwise scheduled work day, without notifying the Supervisor / Department Manager within the first **two hours of the shift**. We prefer in non-emergency situations that employees call in prior to the start of their shift. In order to avoid being considered a No Call / No Show, keep in mind the following.

- 1) It is extremely important that the employees themselves (not a spouse, parent, etc.) notify the team lead / supervisor / manager in non-emergency situations.
- 2) If an employee calls in to inform their supervisor they are running late, taking care of a matter, etc and will be reporting to work shortly, and never actually reports to work nor contacts their supervisor informing them of the change of reporting to work, it constitutes a NCNS. Employees have 2 hours to report to work once they inform their supervisor they will be late. If they can't make it within those 2 hours they must re-contact their supervisor. If they do not, it will constitute a NCNS.
- 3) In today's ever expanding social media formats, informing your supervisor that you are going to be absent via a social media format is not and will not serve as a substitute for calling in and speaking with your supervisor / manager. Examples of current social media outlets are but not limited to email, texts, Facebook, Twitter, etc. Any employee who uses a social media venue as the only means of informing their supervisor/manager of an absence, will be in violation of the NCNS policy.
- 4) If a night shift employee calls during the day to notify Concept Packaging of an absence, it is still necessary to call back that evening and talk to the supervisor or manager directly.
- 5) If unable to get through directly, leave a message on the supervisor's number and include the number where you can be contacted. If you leave a message, you are still required to continue to call until you speak with your supervisor.
- 6) If you have agreed to work a shift other than your regularly scheduled shift, you have effectively revised your schedule and are obligated to call if you are unable to come to work.

Telephone numbers for Concept Packaging Main Operations are as follows:

Georgetown	(502) 570-2440	or toll-free 1-800-501-7225
Inman	(864) 578-0085	or toll-free 1-800-868-4808

All other outside locations, please speak with your supervisor about phone numbers. EE's are advised to obtain their supervisor's cell phone numbers as well.

In recognition of the fact that a No Call / No Show is a direct disregard of Concept Packaging Group Northern Operations Area policy, a No Call / No Show will result in a written warning for the first offense. A second offense would be subject to termination, unless good cause for the no call can be shown. No Call No Show results in the employee receiving 2 occurrences for that absence.

I have read and understand this policy and so realize that it is in effect at this time.

Signature

Date