

### Human Resource Philosophy

“If you treat people like adults, they will act like adults.”

“If you treat people like children, they will act like children.”

#### **For Adults:**

The company’s attendance policy is, we are open every day, and we understand that you will make every effort to get here. We respect that there are days that may not be possible.

Feeling ill, family emergencies, risky weather and other circumstances may prevent coming to the office. We respect your judgement.

We also recognize such circumstances cannot be predicted year in and year out, and some years may be one or two days, and other years may be ten to fifteen days.

Therefore, for legal reasons, we are required to monitor attendance but not limit the days in any given year.

It is your manager's responsibility to see that you don't abuse the privilege.

#### **For Children:**

As an employee you are entitled to five sick and five personal days. There is a list in your handbook of the valid reasons for your absence. You are required to give notice as soon as possible, but no later than the one business day subsequent to the absence. The absence is subject to management approval. You will not be compensated when the allotment of either sick or personal days is exceeded, nor for untaken days at the end of the calendar year.



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