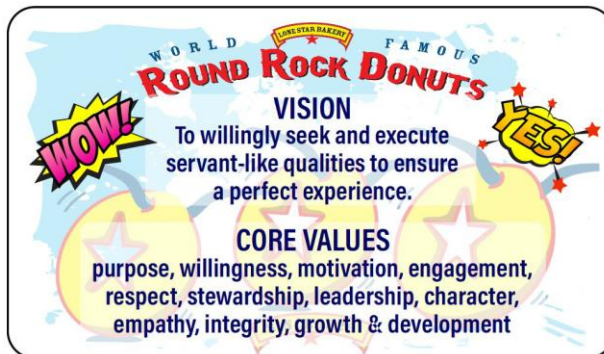




Employee Point System

Purpose

The disciplinary point system aims to promote accountability, fairness, maintain workplace standards, and provide a clear framework for handling misconduct. This system is designed to serve you by creating clarity and to make enforcing our standards simple and easy.



Point Accumulation

Scheduling & Dependability Issues	Policy Issues
1 point – Late (With Call)	2 points - Uniform/Grooming violation
3 points - Late (Without Call)	3 points – Clocking in more than 5 minutes early without manager approval
5 points – Leaving shift early (manager approval voids points)	4 points – Unauthorized cell phone use while working
8 points - Same day call out (doctors note voids points)	5 points – Poor stewardship of company property and product
15 points - No call/no show (includes released shift with no coverage)	7 points - Breach of policy; lack of urgency, poor performance, poor/argumentative attitude. Not following PURPOSE card.
	15-25 points - Physical or time theft (May be grounds for immediate termination)



Employee Point System

Consequences within a rolling 90-day period:

- **5-15 points** constitute up to a week unpaid suspension without pay or termination
- **16-25 points** constitute a week unpaid suspension & possibility of a decrease in hours with and possibility of pay rate decrease or termination
- **26-35 points** constitute a week unpaid suspension, decrease in hours & pay rate decrease or termination
- **36+ points** constitute termination

Points will be evaluated over a rolling 90-day period. Therefore, if you get points tomorrow (10/5/24), those points will be held against you until 1/5/2025. Having a pattern of similar infractions beyond 90 days can still result in corrective action like suspension or termination. If on disciplinary unpaid suspension, PTO may not be used to fill in missing hours.

I specifically understand and agree that the employment relationship between Round Rock Donuts and me is at will and can be terminated by Round Rock Donuts or me at any time, with or without cause or notice. Furthermore, Round Rock Donuts has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this document or our Handbook is intended to modify Round Rock Donuts' policy of at-will employment. Only a written agreement signed by the President of Round Rock Donuts may modify the at-will employment relationship. By signing, I am acknowledging that I have read and understand the Round Rock Donuts Point System and agree to comply with this policy.

Employee Printed Name: _____

Employee Signature: _____ Date: _____



Employee Point System

Manager Signature: _____ Date: _____