



ATTENDANCE POLICY

The success of our business depends to a great extent on the regular attendance of all Team Members. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. As such, Team Members are expected at work on all scheduled workdays and during all scheduled work hours. Team Members are expected to report at the scheduled work time and remain working until the end of their shift or schedule. This includes returning from breaks and meal periods, as well as reporting for scheduled overtime.

A record of absenteeism and lateness is kept by the Team's Supervisor and becomes part of the personnel record. Attendance records are kept to document absences and will be considered in evaluating performance. To the extent permitted by law, absenteeism and lateness lessen a Team Member's chances for advancement and may result in dismissal.

Definition of an Absence

Legends Global defines an absence as any single day a Team Member fails to report to work. Late arrival to work and leaving early may also be considered an absence. Late arrival/leaving early will be reviewed by the Human Resources Designee to determine whether the late arrival/leaving early is an absence. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions are holidays, vacations, company paid personal days, death in the immediate family, occupational illness or injury, legally required leaves such as FMLA, and days for which no work is scheduled.

A Team Member arrested or detained by authorities causing a missed shift is not deemed as an excused absence.

It is the responsibility of each entity to record daily attendance of Team Members at all locations. Repeated and unexplained absences or tardiness may result in termination of employment.

Lateness (tardiness) is a part of our Attendance Policy and will be counted in your attendance record. **Tardy** is defined as 5 – 29 minutes after the scheduled start of your shift. A tardy on any given day will count as one (1) absence for disciplinary action.

Absence Notification Requirements

Team Members must make every effort to notify their Supervisor as soon as they know they will be absent, but at least one-hour prior to their normal starting time. Team Members are required to make every effort to speak directly with either their Supervisor or the Human Resources Designee during regularly scheduled hours. Team Members are required to follow their facility's attendance guidelines. Furthermore, the Supervisor or Human Resources Designee must be contacted each day of absence. In the case of an accident or sudden illness that requires hospitalization, Team Members should have someone notify their Supervisor within 24 hours.

A Team Member who fails to contact their immediate Supervisor or Human Resources Designee may be considered as having voluntarily resigned.

If Legends Global has questions about the nature or length of a Team Member's absence, a written certification from a physician or licensed health care professional may be required before the Team Member may return to work.



Definition of Excessive Absenteeism

Although the company maintains a liberal policy to provide for Team Members who are occasionally absent, frequent and extended absences, even for legitimate reasons, can impair an operation, reduce productivity and diminish the Team Member's effectiveness and value to a company. Excessive absenteeism or tardiness is defined as thirteen (13) days of absence, which include absence, lateness, and early outs, within a twelve (12) month period. The twelve (12) month period is a "rolling window," **measured from current date back twelve (12) months**, not a calendar year. An absence, lateness, or early out that occur on any given day, will be considered an absence violation.

Physician certified absences will be reviewed by the Human Resources Designee to determine when these absences are excessive.

Full time Team Members are scheduled to work the standard work week of 40 hours. If less than 39 hours are worked during the week, Paid Time Off hours will be used to bring the Team Member to 40 hours. If Paid Time Off hours are not available, the time short of 40 hours will be counted as an early out. Early outs are also counted in your attendance record.

Part time Team Members are scheduled according to business need. If a part time Team Member works less than the hours scheduled, Paid Time Off hours will be used to bring the Team Member to the number of hours scheduled.

If Paid Time Off hours are not available, the time short of the scheduled hours will be counted as an early out. Early outs are also counted in your attendance record.

Discipline for Excessive Absenteeism During 90 Day Introductory Period

The first ninety (90) days of employment at the Colorado Convention Center are considered an introductory period. As outlined in the Policy and Procedure Manual, this introductory period is a time to get to know fellow employees and the tasks involved in their position. During this introductory period, the Colorado Convention Center evaluates suitability for employment, and new hires can evaluate Colorado Convention Center as well. If at any time during this period, a new hire's performance, attendance or professionalism does not measure up to our standards, we may terminate employment.

Excessive absenteeism or tardiness during the 90-day introductory period is defined as three (3) days of absence, which include absence, lateness, and early outs measured from the first scheduled shift. An absence, lateness, or early out that occur on any given day, will be considered an absence violation. The Company does not provide for time-off without pay unless extenuating circumstances have been authorized through HR.

Discipline for Excessive Absenteeism Continuation

- Verbal Warning – normally issued at nine (9) days of absence.
- Written Warning – normally issued at eleven (11) days of absence.
- Termination – normally issued at thirteen (13) days of absence.

In addition, in combination with other violations of Legends Global's Business Conduct Policy and/or Rules of Conduct, excessive absenteeism may also be cause for termination, if absences exceed nine (9) within any twelve (12) month period.



Consequences of Formal Written Warning

Deterioration in attendance or tardiness pattern may result in termination prior to the end of the Formal Warning Period.

- If the same condition recurs within the twenty-four (24) months following the final written warning or if the condition is in combination with another violation of company policy, the Team Member may be terminated without benefit of another warning.

Missed Punches

It is the responsibility of each Team Member to punch in and out for their shift and meal breaks. To keep the business and each department running smoothly and efficiently, it is important that every Team Member be on the job and on time on a regular basis. For this reason, we give careful attention to a Team Member's record of promptness, absence, and overall dependability.

Payroll Omission Forms are completed by your department management when an omission or correction is needed on the punch report for a Team Member. If a correction is needed due to a missed punch both the Payroll Omission Form and Payroll Omission Explanation Form must be submitted.

Any missing hours due to a missed punch will be paid on the next payroll cycle following the date that both the signed Payroll Omission and Payroll Explanation Forms are received by the payroll department.

Managers or Directors complete the final review of the punches and submit approval to Payroll.

Discipline for Missed Punches

- Verbal Warning – normally issued after three (3) missed punches within a thirty (30) day period
- Written Warning – normally issued after five (5) missed punches within a sixty (60) day period
- Termination – normally after seven (7) missed punches within a ninety (90) day period

In addition, in combination with other violations of Legends Global's Business Conduct Policy and/or Rules of Conduct, missed punches may also be cause for termination, if occurrences exceed six (6) within any twelve (12) month period.

NO CALL/NO SHOW

If a Team Member fails to notify his or her Supervisor and fails to work his or her scheduled shift for one (1) day, the Team Member will be considered absent without notice and employment **may be terminated immediately**, unless there is a proven extenuating circumstance. No Call/No Show will be counted at 30 minutes after scheduled start time of shift.

JOB ABANDONMENT

Any Team Member who willfully walks off the job or does not return from a scheduled rest break or meal break without notifying their supervisor will be considered to have voluntarily resigned their position.



OUTSIDE SCHEDULED WORK HOURS

Team Members are allowed on the premises only while on duty, on authorized company business, or while attending an event.

Employees are allowed rest and meal breaks, and are expected to take their rest and meal breaks during the assigned times and in the designated areas. Employees are not allowed off property for rest breaks and must remain on property at all times while on the clock.

Human Resources Department
Revised 04 2021



ATTENDANCE POLICY

Certification Form

Legends Global – Denver

Employee's Understanding and Acceptance:

MY SIGNATURE ON THIS NOTICE CONFIRMS THAT I HAVE RECEIVED AND READ THE **ATTENDANCE POLICY** WHICH INCLUDES THE FOLLOWING AND THAT I UNDERSTAND THAT IF THESE PROCEDURES ARE NOT OBSERVED MY JOB MAY BE IN JEOPARDY. IN ADDITION, I AM AWARE AND RECOGNIZE ASM GLOBAL'S NO CALL/NO SHOW POLICY AND THAT IF I FAIL TO SHOW OR CALL-OFF OF MY WORKING SHIFT THAT THIS IS GROUNDS FOR IMMEDIATE TERMINATION. I UNDERSTAND AND AM AWARE OF THE PROPER CALL-OFF GUIDELINES AND PROCEDURES AS OUTLINED BY MY DEPARTMENT AND LEGENDS GLOBAL POLICY.

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- Missed Punches
- Discipline for Missed Punches
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Acknowledged and Agreed:

Employee **Printed** Name

Employee **Signature** and Date

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