

Hamilton Tardiness Policy

To: All Service Guards
From: Harold Stangle, Project Manager
Date: January 9, 2019
Re: Tardiness Policy

Tardiness - is defined as arriving late for work or returning late from breaks/meals, or early departure from work.

POLICY STATEMENT:

All guards must arrive and be prepared to commence work at their scheduled start time and post. Guards are responsible for notifying their Post Commander of absences, or late arrivals, each day. Unscheduled absences, tardiness, and failure to provide appropriate notification, may result in corrective action up to and including termination of employment. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action. Absenteeism is defined as failure to report for work without prior approval of the Supervisor or Hamilton.

X _____
Signature Name Printed Date