

SOR TIME TRACKING POLICIES FOR HOURLY EMPLOYEES – Revised February 2024

This memo describes current protocols relating to the general policies outlined in the SOR Handbook. Non-exempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time logs are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

Each employee must review his or her hours at the end of each work week. In the event of a discrepancy, the employee must notify their supervisor no later than Monday at 10 AM for the prior week.

The Company provides a time clock at each warehouse. For out-of-town jobs, all employees are permitted to clock in via the "ClockShark" app. Employees must clock in when arriving and when leaving the warehouse or jobsite. Employees clocking in/out at inappropriate or unauthorized locations/ times will be contacted by supervisors to discuss and follow up.

The following is required of all hourly and non-exempt employees:

- Employees will maintain their ClockShark password / PIN at all times
- Employees will immediately notify a supervisor at time of any error (i.e. if the ipad is down and the ClockShark app is down or if they forgot to clock in/out)
- Employees will be in the habit of consistently and honestly clocking in/ out each workday
- Employees will recognize appropriate vs. inappropriate clock in/out times and locations

The following are expressly prohibited:

- Falsifying clock in/ out records in any way
 - including not correcting errors
 - including failing to notify a supervisor on the day of a clock in/out issue
 - including refusal to use the required protocols
- Clocking in/out for a co-worker or falsifying time work on behalf of a co-worker
- Failure to accurately report hours in ClockShark
 - including forgetting to clock in or out frequently ("frequently" is determined by senior management)
 - including relying on texting or emailing a supervisor times instead of utilizing the app or ipad
- "Riding" the clock
 - including performing non-work activities on the clock while not on a break as defined in section 3.2
 - including intentionally taking longer than a job or task requires
 - including clocking in more than 15 minutes before scheduled start
 - including staying on the clock after a shift to perform warehouse work that was not approved in advance via text or email by their Director of Operations or their Operations Manager
- Turning off "location services" on the phone that uses ClockShark
- Clocking in/ out from unauthorized locations, such as at home or en route