

## Inclement Weather Policy

In general, the company's operations are not usually affected by environmental factors such as inclement weather. Consequently, our offices normally remain fully open and operational on all scheduled workdays, so that we can offer our employees the opportunity to work a full schedule on a regular basis.

However, at times, emergencies such as severe weather can disrupt company operations. In such instances, the company will decide whether to close the office and official notification will be given to all employees as soon as possible. To minimize travel risk, in the event of inclement weather, please check the company voice mail after 6:00 a.m. to determine if the company will be closed for the day. If weather conditions are uncertain, the company will monitor the situation to evaluate whether a closing will be warranted, and will provide notice to employees as soon as possible.

Management and employees should use discretion during severe weather to ensure employee safety is maintained at all times.

### General Procedures

1. If the company is closed due to severe weather, the automated phone attendant will be updated to reflect this information. Employees may call the main company number to check if the offices are closed. The recorded message will generally be available by 6:00 a.m.
2. Employees unable to come in to work when the office is open due to severe weather or other emergency must discuss their situation with their supervisor as soon as possible.
3. Generally, absences are considered "unexcused" if the employee misses work due to severe weather where the company is still open for business and the employee does not call in. Absences are considered "excused" if the company closes the office, requiring the employee to be absent or lose time.
4. All exempt, salaried employees will receive pay for all time missed due to an official office closure because of severe weather or other emergency. Non-exempt, hourly employees will only be paid in the event the employee was scheduled to work during the official closure.
5. If the office is open and an exempt, salaried employee elects to stay home for a full day due to severe weather, such time is considered "personal time" and is unpaid. Likewise, if a non-exempt, hourly employee elects to stay home when the office is open and not work a scheduled shift, such time is unpaid time. All exempt and non-exempt employees are required to use available vacation PTO time for any "personal time" off when the office is open.
6. Temporary and/or contract hourly employees will be paid only for hours actually worked.