



**Our success relies on our ability to work as a team.**

All hg employees must be prepared to start work promptly at the beginning of their scheduled shift; this means you are in full uniform and clocked in. We understand that life happens and will allow you to clock in up to 5 minutes before your scheduled shift and up to 5 minutes after your scheduled start time. Anything later than 5 minutes will result in disciplinary action according to the assigned point system:

Offense	Point(s) granted
Late 5 minutes or less	0
6-10 minutes late	1
11-20 minutes late	2
21+ minutes late	3
Call out with no shift coverage	5
No Call, No Show	10

**10 points = termination**

Points will “expire” 6 months after date of incident on a rolling cycle.

