ENVIROCERT International, Inc.

ADMINISTRATION POLICY

Title: NO CALL NO SHOW AND JOB ABANDONMENT POLICY

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Policy Statement

EnviroCert International, Inc. (ECI) values accountability, communication, and commitment to job responsibilities. To maintain operational efficiency and ensure proper workforce management, we have established the following policy regarding unexcused absences.

BACKGROUND

To promote consistency, accountability, and reliability this policy establishes clear guidelines for handling unexcused absences and defining job abandonment.

This policy aligns with standard workplace expectations and ensures compliance while also recognizing that emergencies and unforeseen circumstances can arise. It serves to protect both the interests of the company and its employees by providing a structured process for addressing unreported absences and determining the appropriate course of action.

PURPOSE

This policy establishes clear guidelines regarding employee attendance, expectations for notifying management of absences, and the consequences of unapproved absences, including job abandonment.

APPLICABILITY

This policy applies to all employees of EnviroCert International, Inc. (ECI), including remote, full-time, part-time, and temporary staff.

DEFINITIONS

A No Call, No Show (NCNS) occurs when an employee fails to report to work as scheduled and does not notify their supervisor or manager before their scheduled shift.

RESPONSIBILITY

Employee

- Employees who are unable to report to work must notify their direct supervisor as soon as reasonably possible. Notification must be made via phone call, text message, email, or other means.
- Failure to follow the notification procedure will result in disciplinary action including but not limited as outlined below.

ECI Management

- ECI management will review all forms of communication for notification from staff.
- Management may attempt to contact staff if deemed appropriate.
- Investigate each No Call, No Show incident to determine the circumstances and validity of the absence.
- Document all communications, warnings, and disciplinary actions related to attendance violations.

HISTORY

In the past ECI has experienced staff absences without notification. This No Call, No Show Policy was established to ensure workplace accountability, maintain productivity, and promote fairness in handling unexcused absences.

UPDATES

This policy should be reviewed every two (2) years by the Administrative Committee and revised as necessary.

WEBSITE

www.EnviroCert.org

Procedures

Consequences of No Call, No Show

- First Offense: Verbal or written warning and documentation in the employee's file.
- Second Offense: Written warning and possible suspension.
- Third Offense: Subject to termination for job abandonment.

Job Abandonment

An employee will be considered to have voluntarily resigned due to job abandonment if they:

- Are absent for three (3) consecutive workdays without providing notification.
- Failure to respond to reasonable attempts by the company to establish contact.

In such cases, ECI will process the employee's voluntary termination and notify them in writing of their separation from the company.

Exceptions and Special Circumstances

If an employee can provide verifiable proof of extenuating circumstances (e.g., medical emergency, accident, family crisis), management may consider reinstatement or alternative disciplinary measures at the sole discretion of ECI. Otherwise, extended leave must be approved by the Vice President of Administration or the Chief Operating Officer (COO).

Final Documentation & Pay

Upon voluntary termination due to job abandonment, the employee will receive their final paycheck per state and federal laws, including any owed compensation, less any authorized deductions. All company property must be returned immediately.

This policy is enforced at the discretion of ECI and may be updated as needed. Employees are encouraged to communicate proactively regarding any attendance issues to avoid disciplinary action.

Related Documents

ECI Documents:

N/A

Other Documents:

N/A

Related Links:

N/A

Appendix

N/A