



Employee Time Clock Usage Policy

PURPOSE

The Employee Time Clock Usage Policy ("Policy") is to establish guidelines for hourly employees to have a record of hours worked. All hourly employees are required to clock in using the Ceridian Dayforce timekeeping system. It is a job requirement that hourly employees must "clock in" at the beginning of their shift and "clock out" at the end of work each day. Additionally, designated employees are to "clock out" at the beginning of lunch breaks or when they leave the job site and "clock back in" when they return from lunch or when they return after being away from the job site.

Violations of these procedures may result in disciplinary actions; including verbal or written warnings, suspension without pay and/or termination.

DEFINITIONS

The terms "clock in;" "punch in" and "swipe in (or out)" all mean the same. They all refer to the action whereby an employee scans his or her card in front of the time clock that reads the employee's code number from the card and transmits the information to the timekeeping database.

SCOPE AND RESPONSIBILITY

This Employee Time Clock Usage Policy is a companywide policy and applies to all Employees in all divisions of The Shaw Group Limited (the "Company"), hereinafter collectively referred to as "Employees". Compliance with this Policy shall be an expectation of employment.

POLICY STATEMENTS

1. Employees are expected to be punched in and at their workstations prior to the start of their shift time.
2. Dependent upon an employee's work location/site and accompanying "pay rule(s)," certain restrictions regarding work time and clock punches may pertain. These rules will be communicated to you by your supervisor and are subject to change at any time.

3. Employees are able to clock in up to fifteen minutes (15) prior to their shift and the system will automatically round their start time to their scheduled time by default. In some circumstances, more specific rules may apply to your location, and will be communicated by your manager. If an employee is required to come in earlier than their scheduled time, their supervisor must adjust this in the system.
4. Employees can clock out within fifteen (15) minutes following quitting time. Although employees can clock out up to fifteen minutes (15) prior to their shift; they are expected to clock out as soon as their shift ends. In the event an employee is required to stay late, the supervisor will be required to approve this exception in the system. In some circumstances, more specific rules may apply to your location, and will be communicated by your manager.

Restrictions and rounding apply only when the employee's schedule is in Dayforce. When an employee's schedule is not in Dayforce; the employee will be paid the exact time in which they clocked in and out for their shift.

ACCOUNTABILITY

- ✓ Missed Time Clock Punches - If an employee forgets to "clock in" or "out" for their shift; they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in or out information. The supervisor will adjust the employee's time in the time and attendance system.
 - Anytime a supervisor changes a punch in Dayforce, they must include a note to confirm the reason for the change.
 - Employees will be subject to disciplinary action up to and including termination for excessive failure to clock in or out without reasonable justification.

Falsification or Tampering

- ✓ Employees may not clock in or out for another person under any circumstance. Falsification of timesheets is strictly prohibited and will result in disciplinary action up to and including termination.
- ✓ Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action, up to and including termination.
- ✓ Any employee interfering with another's use of time clocks or in possession of or defacing another's ID card will be subject to disciplinary action up to and including termination.

Lost or Missing ID Cards

- ✓ Employees must keep their badges at their designated job site. Any lost badges must be immediately reported to the responsible supervisor who will report the loss to the manager and request a new card be issued as soon as possible.
- ✓ Employees who have lost their card may be "clocked in or out" by their supervisor on a short-term basis.
- ✓ Excessive loss or forgetting of card by an employee may be cause for disciplinary action.

Damaged ID Card

- ✓ If the ID card becomes damaged and cannot be read by the electronic time clock, the employee is to immediately inform his/her supervisor and turn in the defective card to obtain a replacement. Until the new card arrives, the employee will be clocked in and out by the supervisor.
- ✓ Excessive worn or damaged cards may be cause for discipline.

Clock Problems

- ✓ If any employee is unable to "punch in" or "out" because of a time clock malfunction, it is the employee's responsibility to immediately inform his/her supervisor. In the event of time clock malfunction, supervisory personnel will clock employees in and out and will notify their supervisor of the problem.

Overtime

- ✓ Overtime must always be authorized in advance by a supervisor and documented in the system. Overtime will be calculated based on the actual hours recorded and credited to the employee and approved by management.
- ✓ Overtime is earned based on collective agreement or Company Policy.
- ✓ Disagreements on work hours contained in the detail record shall be reviewed with the employee's supervisor (and, if necessary, manager) who will resolve the issue and authorize any changes to the timekeeping data.

Supervisor's Responsibilities

- ✓ All absences (scheduled and unscheduled) must be documented on the time detail record by the employee's supervisor, with the appropriate reason code for the absence.
- ✓ Supervisors are responsible for entering schedules and meal breaks (when applicable) for employees **on a daily basis**.
- ✓ Supervisors are to review and edit work time entries and absence entries on a daily basis, with a reason commented for any revision.
- ✓ Managers are to review all entries each pay period, then sign off on time sheet in the system no later than **9:00 AM on the Monday following the end of the payroll cycle**. Failure to approve the payroll prior to the pay run, may result in a delay of payment for The Shaw Group employees.
- ✓ Supervisors should contact their manager or Human Resources department with any time clock issues.

Employee Responsibilities:

- ✓ Employees are responsible for entering accurate information in the time clock on a consistent basis.
- ✓ The manager in whose department a time clock is being utilized is responsible for the oversight of this policy.
- ✓ The Information Technology Department is responsible for the technical aspects relating to the accurate and consistent functioning of the time clock, as well as for any technical changes or upgrades set forth by the manufacturer.
- ✓ The Human Resource Department is responsible for the interpretation, authorization, and control of this policy.