



## HUMAN RESOURCES POLICY

### HEM TIME MANAGEMENT Hourly and Salaried Non-Exempt Employees

#### **Purpose:**

This purpose of this policy is to inform all Huber Engineered Materials (HEM) employees of the updated time management policy for hourly and salaried non-exempt employees.

#### **Policy:**

It is the policy of J.M. Huber Corporation to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure accurate records are kept of the hours you actually work (including overtime hours where applicable) and of the leave time you have taken, and to ensure that you are paid accurately in a timely manner, you will be required to record your time worked and your absences in accordance with your work location's Time Management Policy. Questions regarding Time Management policies can be discussed with your supervisor or HR representative. After reviewing the record and resolving any discrepancies, your supervisor will approve the time and forward it to payroll for processing. All overtime needs to be pre-approved by your supervisor. Falsification of time records or habitual non-compliance (not clocking in/out for example) may result in immediate termination of employment.

In 2018, HEM has transitioned to UTM (Ultimate Time Management) which is a module within the current Ulti-Pro system currently used across Huber for payroll processing. At each site, UTM time clocks utilizing facial recognition have been or will soon be installed to capture employee time in/out. This represents a significantly improved method to precisely capture time worked and also improve reporting capabilities.

#### **Retention Schedule:**

An employee's biometric data will be destroyed within 90 days following the termination of their employment and/or the need to use their biometric data

In order to be compliant with certain state requirements regarding the use of biometric data, this policy statement will be viewable on the public facing JM Huber internet site.

### **Rounding:**

All time clocks will utilize a 15 minute rounding rule for the clock in and clock out. This rule will be applied consistently to the start and end of the shift. The 15 minute rounding rule will work as follows:

In an example where an employee works for **8 hours from 7:00 am to 3:00 pm**:

- If the employee clocks in between 6:53 am and 7:07 am then the employee time will be rounded to the 7:00 am scheduled start time
- If the employee clocks in before 6:53 am then their time will be rounded back to the quarter hour of 6:45 am
- The same rounding rule will apply to the Clock out: 3:00 – 3:07 pm will be rounded back to 3:00 pm and 3:08 pm to 3:22 pm will be rounded forward to 3:15

### **Compliance:**

For HEM locations in the state of **Texas and Illinois**:

- All employees will be informed of the biometric clock system before capturing any of their personal biometric data
- Employees will provide their written consent/release to capture their personal biometric data
- Employees will be informed of the purpose and the length of time for which the data is being collected and used
- If an employee refuses to allow the use of their biometric data, an alternative, non biometric timekeeping method will be used for the purposes of capturing that employee's hours worked