

1.0 PURPOSE:

To describe the attendance guidelines to be followed due to severe weather.

2.0 REFERENCE DOCUMENTS:

Homeland Security Travel Advisory Website: <http://www.in.gov/dhs/traveladvisory/> or contact your local Sheriff's office.

3.0 DEFINITIONS:

3.1 A "county-declared" weather emergency is in effect when a county has declared all roads closed to all traffic except emergency vehicles (i.e., unauthorized motorists will be ticketed if on the roads).

3.2 A "Cummins declared" weather emergency is considered to be in effect when, after evaluating the severity of weather conditions and potential threat to employee safety, Leadership makes a decision to suspend normal plant/facility operations.

4.0 Guidelines:

4.1 All days shall be considered normal work days except when a "weather emergency" is declared by an employee's county of residence or work, or by Leadership by the site in which you work.

4.2 In the event of severe weather conditions:

4.2.1 If there is no county-declared weather emergency, employees are expected to report at their normal starting times unless otherwise notified by Cummins Management.

4.2.2 If a weather emergency is declared by the county in which an employee resides, works, or if they have to drive through a county that has declared a weather emergency, notification will be available via local radio stations, Homeland Security Travel Advisory Website, local Sheriff's office, or by calling Cummins Security.

4.3 Cummins Security Numbers:

Company Directory 812-377-5000
CTC 812-377-7000
CEP/LDD 812-377-5401
FSP 812-377-6072
CSS 812-377-8601
SEP/STC 812-524-6244
CMEP 800-750-2637
Outlying buildings call CEP

4.4 Employees who do not expect to report to work due to a "county-declared" weather emergency are expected, if possible, to call Cummins Security (phone numbers stated above) or their direct supervisor and state which county is prohibiting them from traveling to work.

4.5 Notification does not automatically excuse an absence. Absences will be excused in accordance with 4.1

5.0 RESPONSIBILITY: Managers, Employee, Cummins Security

AUTHOR: Labor Relations

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Labor Relations Manager: Cynthia Brown Date: 12/2/2021

OCU President: [Signature] Date: 12/2/2021