

Architectural Glass Inc.

Attendance Incentive Performance Plan

January 1, 2010 – December 31, 2010

Architectural Glass recognizes and appreciates the efforts of the vast majority of its employees who come to work during all conditions- good and bad weather and not so busy times as well during all four of our seasons.

Architectural Glass is pleased to announce an Attendance Incentive Plan, which will reward all employees who achieve above average attendance during the 2010 calendar year. Architectural Glass is prepared to compensate its employees up to **10 Days Wages** if they are away from work 2 days or less during the year. This program has been in place since 2006 and in 2009 we had 11 employees with 2 employees recognized ½ in 2009 recognized and rewarded under the Attendance Incentive Performance Plan. Our goal is to have 90% of our employees earn this incentive reward in 2010.

This Attendance Incentive program operates as follows:

- 1) Eligibility- all, full time, regular employees (installation, fabrication and front office).
- 2) To earn 100% of the incentive reward you must have worked for Architectural Glass for the complete year (January 1 - December 31, 2009)
- 3) If a new employee starts during the year, they will earn a prorated reward based on their length of service with the company in 2009.
 - a. eg. A new employee starting half way through the year (July 1, 2009), would be eligible for 50% of the attendance reward if they only missed 1 day (or 50% of the 2 day maximum). In this case they would earn-50% of 10 days pay, which is 5 days pay.
 - b. eg. Time loss which occurred from "Acceptable Absences" listed below will be pro-rated to reflect the time off.
- 4) If an employee terminates at any time during the year they will not be eligible for an **ANY** attendance reward (even if they subsequently return to work as a full time, regular employee)
- 5) Acceptable absences from work -which **DO NOT** count as absences from work in terms of the Attendance Incentive Plan are:
 - i. Approved vacation days
 - ii. Approved Apprentice School days
 - iii. Statutory holidays
 - iv. Medical Leave (WCB, LTD, Medical Leave.) (Note: Performance Incentive Plan reward will be prorated to reflect the amount of time actually spent on WCB, LTD or Medical Leave)
- 6) All other absences from work are included in the Attendance Incentive Plan missed days effect the calculations. Example of absences that count are:
 - i. Sick (for whatever reason)
 - ii. Bereavement leave
 - iii. Personal appointments (Doctors, lawyers, Dentist, bankers, etc)
 - iv. You are assigned for overtime work (weekends, evenings and you are absent)