



## **No-Call-No-Show Company Policy**

A “**No-Call-No-Show**” is any time you are absent from your scheduled shift and fail to notify your supervisors that you won’t be at work OR that you are leaving work.

This is not the type of behavior that is typical of or acceptable at WTX Oilfield Services. This is clearly an act of “Job Abandonment.” Therefore, our policy without exception is: **No-Call-No-Show is a Voluntary Termination** for Job Abandonment.

There are not acceptable excuses for “**No-Call-No-Show**.” It is your responsibility to obtain your Supervisor’s contact information. If you are going to be absent, you are required to contact your Supervisor, before your scheduled shift. Even if you know about your absence in advance, you should leave a message about your absence.

If you cannot contact your supervisor you are to contact the WTX office:

WTX Oilfield Services	(325) 227-4656
Joe Sanchez (Owner/Operator)	(325) 315-2498
Robert Sanchez (Manager)	(325) 315-0454
Bryan Scarlett (Manager)	(325) 212-8078
Mark Watson (Manager)	(325) 315-1892

Calling to notify your supervisor of an absence or lateness more than 45 minutes after your scheduled start-time is still a **No-Call-No-Show** and certainly an act of “Job Abandonment” as well. For your records, record the time and date of your call and be sure to Communicate Clearly. If we are unable to interpret your message, as is sometimes the case, you will be considered a **No-Call-No-Show**.