

## **PROGRESSIVE DISCIPLINE POLICY**

In this handbook, we have outlined some guidelines and expectations for employees. We are confident that most employees will follow these guidelines and enjoy working here. However, if work rules are broken or an employee engages in unacceptable behavior, our Progressive Discipline Policy will enable us to attempt to correct the problem.

Normal steps in our disciplinary process are outlined below. However, at the company's discretion, we reserve the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses.

**VERBAL CORRECTION** -- Your supervisor or other manager may attempt to work with you through any problems that may arise. At times, if performance or behavior is unacceptable, your supervisor may verbally correct you. A written record of this session will normally be placed in your personnel file.

**WRITTEN CORRECTION** -- If an employee does not correct his or her behavior, the supervisor or other management person may prepare a written correction notice. The employee will be asked to sign the form indicating receipt of the correction, and a copy will be placed in the personnel file.

**FINAL WARNING** -- For multiple or continued violations of any rule, the employee, after being verbally warned, may receive a final written warning that is placed in the employee's personnel file.

**SUSPENSION** -- Suspension of work will normally be to investigate an incident or series of incidents (or conduct) to determine the appropriate action. Disciplinary suspensions may also be considered for rule violations; however, disciplinary suspensions will not normally be a part of the progressive discipline of an employee.

**TERMINATION** -- Depending on the nature, frequency, and severity of an employee's actions, termination of employment may occur.

Note that all rule violations are cumulative- employees may not receive the above progressive warnings for each type of rule violation. Employees are expected to follow all rules and repeated violation of rules will lead to discipline, up to and including termination. Of course, these are our general guidelines and are not all-inclusive. Our employment-at-will policy remains in effect at all times. Should you have any questions about this policy, please contact your supervisor or the Human Resources Department.