

Situations may arise where an employee's conduct and performance falls under the Progressive Discipline Policy. All situations will be reviewed when determining the appropriate action. This policy is a guideline to make sure that all employees are treated fairly. This policy is not intended to constitute a contract and that all employees are considered employees-at-will.

Step 1 - Verbal Warning:

In many situations a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The supervisor should document for his or her records that the conversation occurred, keeping in mind the significance of the impact of the act or omission.

Step 2 - Written Warning:

If the conduct addressed by a verbal warning is repeated or additional problems occur within 12 months of a verbal warning, the supervisor should follow up with a written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a verbal warning, the supervisor should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within a period of 12 months.

Step 3 - Final Written Warning (which may include a suspension without pay):

If the conduct addressed by the written warning is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension. However, a single incident may be so severe as to merit an immediate final warning and suspension without pay. As noted above, the supervisor should work in consultation with Human Resources prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination.

Step 4 - Termination of Employment:

Employment may be terminated based on progressive discipline based on the severity of a single incident.

Misconduct that involves dishonesty, violation of the law, or significant risks to the company operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. Decisions to terminate employment should be made in consultation with Human Resources. Examples of misconduct include, **but are not limited to:**

1. Violations of policy or procedure
 - Anti-Harassment and Equal Opportunity and Affirmative Action
 - Drugs & Alcohol
 - Standards of Conduct
2. Violence in the workplace
 - Possessing an unauthorized weapon on company time or premises
 - Threatening or assaulting another person on company time or premises
3. Serious neglect of duty, insubordination (including refusal to comply with company policy on background checks for current employees), violation of safety rules, dishonesty, falsification of company records, breach of confidentiality, unauthorized use of company resources for personal gain, unauthorized removal or destruction of property belonging to others
4. Criminal Activity and Disclosures