

2-01 Discipline

The purpose of this policy is to state (Insert Your Company Name Here), Inc.'s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

(Insert Your Company Name Here), Inc.'s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with (Insert Your Company Name Here), Inc. is based on mutual consent and both the employee and (Insert Your Company Name Here), Inc. have the right to terminate employment at will, with or without cause or advance notice, (Insert Your Company Name Here), Inc. may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

(Insert Your Company Name Here), Inc. recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and (Insert Your Company Name Here), Inc.

2-02 Posted Offenses

Whenever an associate receives a warning regarding work performance or for breaking of Company rules and/or policies, a record of the occurrence will be put in the associate's Personnel File. The Company has determined that violations regarding certain Company policies can result in immediate termination of employment. These policies are considered "Posted Offences". The following violations are Posted Offences:

- Theft of property from the Company or other associates.
- Drinking alcoholic beverages or the use of illegal drugs on Company premises.
- Assault on supervision or other associates.
- Intentionally punching another associate's timecard or having one's own timecard punched by another associate.
- Possession of weapons or firearms on Company premises.
- Threatening other associates or supervisors.
- Fighting or attempting to provoke a fight on company premises.
- Removal of Company records or release of confidential or proprietary information.
- Gaining access to Electronic Resources or other confidential information without proper authorization, or for a purpose other than legitimate business.
- Operating designated equipment without using proper OSHA safety equipment.

2-03 Discipline and Warning Procedures

Action	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Reporting for work under the influence of alcohol or drugs-Refusing to be tested if reasonable belief is suspected	3 Day Suspension	Termination			
Intentionally misusing or damaging Company property or the property of another associate	3 Day Suspension	Termination			
Smoking in unauthorized areas	1 Day Suspension	3 Day Suspension	Termination		
Repeated failure to punch own timecard Daily	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Leaving department or plant during working hours without supervisor's Permission	1 Day Suspension	3 Day Suspension	Termination		
Unauthorized operation of power tools or tow motor (fork tractor)	Written	3 Day Suspension	Termination		
Posting or removing notices on the bulletin board without Company Approval	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Disregard of safety rules, failure to wear or use the appropriate safety equipment	3 Day Suspension	Termination			
Failure to wear specified uniforms	Written	1 Day Suspension	3 Day Suspension	Termination	
Failure to report injury or accident	Written	1 Day Suspension	3 Day Suspension	Termination	
Stopping work before shift end	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Unauthorized absence	Written	3 Day Suspension	Termination		
Creating scrap or poor quality Materials due to carelessness	Written	1 Day Suspension	3 Day Suspension	Termination	
Stretching breaks or otherwise wasting Time	Verbal	Written	3 Day Suspension	Termination	
Willful insubordination by refusing a Supervisor's order	1 Day Suspension	3 Day Suspension	Termination		
Sleeping while punched in During working hours	1 Day Suspension	3 Day Suspension	Termination		
Deliberately restricting Output	3 Day Suspension	Termination			
Failure to maintain productivity Standards	Written	1 Day Suspension	3 Day Suspension	Termination	
Unexcused tardiness	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Eating in unauthorized areas	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Failure to observe traffic and parking rules on Company property	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Use of another associates tools without permission	Written	1 Day Suspension	3 Day Suspension	Termination	
Distributing printed materials on Company premises without permission	Written	3 Day Suspension	Termination		
Inability or unwillingness to work Harmoniously with other associates	Verbal	Written	3 Day Suspension	Termination	
Intentionally browsing through Personnel records other than his/her own without permission	3 Day Suspension	Termination			
Harassment or intimidation of an Associate by another associate or Supervisor	Written	3 Day Suspension	Termination		

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