6.15 - DISCIPLINARY ACTION PROCEDURE

All employees are expected to comply with the Company’s standards of behavior and performance. Any noncompliance must be corrected.

Under normal circumstances, the Company endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The Company does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company’s right to bypass the disciplinary procedures suggested.

Progressive disciplinary procedures may apply to an employee who repeatedly commits the same act of misconduct or an employee with a series of unrelated problems of performance or behavior. Newly hired employees may be subject to accelerated performance management and discipline.

Depending upon the nature and severity of the issue, the supervisor may disregard any part of the progressive discipline process and may suspend or terminate the employee immediately. The normal application of progressive discipline may include the following steps.

1. If the employee is not meeting Company standards of behavior or performance, the supervisor should:
   a. Meet with the employee to discuss the matter.
   b. Inform the employee of the nature of the problem and the action required to correct it.
   c. Prepare and file documentation noting the meeting has occurred, the issues discussed and the required actions, including the timeline for correction.
   d. Inform employee of the consequences if behavior or performance does not improve.

2. On the second occurrence the supervisor should hold another meeting with the employee with the same actions as Step 1. In addition, the supervisor should formally warn the employee that further incidents will cause more severe disciplinary action, up to and including a job-in-jeopardy warning of possible termination. A written warning may be issued and filed using the Company’s Disciplinary Action form available from any Human Resource Manager.

3. With additional occurrences the following actions may be taken depending upon the severity of the conduct:
   a. Written warning.
   b. Suspension of employee with or without pay for up to 5 working days.
   c. Termination.

Human Resources shall be consulted for instances of termination for cause or other non-routine disciplinary situations. If an employee disputes or has any questions relating to a disciplinary action, he is encouraged to work with his management, contact the Human Resources Manager for his Business Unit for assistance, or engage in the Employee Grievance procedure, 8.01.