



## Disciplinary

### **PURPOSE**

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The purpose of this document is to outline progressive disciplinary policy for **Fisher Systems Inc.**; hereafter referred to as "The Company." This policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance.

The Company reserves the right to combine or skip steps set forth in this policy based upon an evaluation of each specific situation and the nature of the offense. The level of disciplinary intervention may also vary based on factors such as repeat offenses, prior warnings and the nature of the violation.

### **RESPONSIBILITIES**

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Supervisors, project superintendents/foreman and the safety department shall be responsible for the enforcement of this disciplinary program.

All personnel, except those in their initial introductory (probationary) period, are subject to this policy; application shall be applied uniformly to achieve fair and impartial treatment to each person.

### **POLICY**

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The Application of this policy is purposed to prevent undesirable, dangerous or any other form of unacceptable conduct, such as not following verbal or written safety procedures, guidelines, rules, horseplay, failure to wear selected personal protective equipment (PPE), abuse of PPE Etc., in order to provide employees with an opportunity to correct their conduct in the future, and to assure a positive productive working environment.

### **INSPECTIONS**

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Physical inspections of work areas must be conducted to ensure compliance with safety rules and policies. Personnel responsible to conduct physical inspections are superintendents, foreman, team leads, drivers and anyone operating equipment on behalf of The Company.

### **VIOLATIONS AND ENFORCEMENT**

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Each violation shall be investigated by management to ensure that an accurate and factual assessment of the infraction is documented. Corrective actions taken are meant to be corrective rather than punitive and shall be appropriate to each offense.



The Company is responsible for providing a secure and safe workplace in which employees are treated fairly, and with respect. Although it is not possible to list all forms of behaviors deemed unacceptable in the workplace, the following examples would be considered infractions of The Company rules of conduct. This list includes, but is not limited to:

- Theft or any inappropriate removal or possession of property from The Company or any fellow employees.
- Willful destruction of property from The Company or any fellow employee.
- Working under the influence of alcohol, or illegal drugs.
- Fighting, threatening violence, or using excessively obscene language.
- Sexual or any other form of harassment.
- Publicly disclosing any private information pertaining to The Company or any fellow employees.
- Possession of dangerous or unauthorized materials, such as explosives, or firearms.
- Falsifying any company records or reports, including one's time records or any fellow employees.
- Violation of company safety rules.
- Not wearing proper personal protective equipment.
- Violations of the company's drug and alcohol program.

In the case of an infraction or when unacceptable behavior is witnessed or reported, the following shall occur:

**Step 1 (1<sup>st</sup> Offense):** The immediate supervisor shall **meet in person with the employee** to bring attention to the violation, conduct or performance/attendance issue. The supervisor shall discuss the nature of the violation with the employee. The supervisor shall clearly describe expectations and steps the employee must take in order to improve or correct the problem.

**Step 2 (2<sup>nd</sup> Offense):** The second offense, violation or unacceptable behavior will result in a **written warning**. The process of step 2 includes a formal documentation of the offense, and shall include a description of the offense, the consequences of the current violation as well as the consequences that the employee may incur if a third offense occurs. The immediate supervisor and one witness, of equal or higher authority within The Company, shall be present for the presentation of this incident form, meeting and documentations process.

A performance improvement plan may be set forth at the sole discretion of The Company.

**Step 3 (3<sup>rd</sup> Offense):** Final written warning, suspension or termination may occur at this step, based upon the nature of the offense and the details of the performance improvement plan described in Step 3.

**Step 4 (4<sup>th</sup> Offense): Termination.**



## Disciplinary Action Form

<b>Company Name</b>				<b>Date</b>					
<b>Employee</b>									
<b>Title</b>									
<b>Supervisor</b>									
<b>Type of Violation or Problem</b>									
	Late		Alcohol		Quality of Work		Insubordination		
	Absent		Violence		Quantity of Work		Conduct		
	Drugs		Safety		Theft/Damage		Performance		
<b>Type of Warning</b>									
	1 <sup>st</sup> Warning (Verbal)			2 <sup>nd</sup> Warning			3 <sup>rd</sup> Warning		Termination
<b>1<sup>st</sup> Offense (verbal warning) Plan for Improvement</b>								<b>Date</b>	
Notes:									
<b>2<sup>nd</sup> Offense and/or Violation Description</b>								<b>Date</b>	
<b>Employee Plan for Improvement</b>									
<b>3<sup>rd</sup> Offense Suspension/Possible Termination</b>								<b>Date</b>	
	Suspension		Termination		Other (Describe)				