



POLICIES & PROCEDURES

NUMBER PP 343

SECTION: HUMAN RESOURCES	SUBJECT: Team Member Discipline
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PP No.: 343

Section: Human Resources

Subject: Team Member Discipline

Approved By: Tony Massey

Effective Date: September 10, 1990

Last Reviewed Date: October 12, 2024

Policy Owner: Director Human Resources

SCOPE

All team members.

POLICY

It is the responsibility of the supervisor to timely inform a team member of deficiencies regarding work performance or conduct on the job. Normally, the supervisor and team member will review the appraisal during a performance discussion. A written record of the conference is recommended so what happened may be recalled at a later date. The supervisor further emphasizes the importance of the conference by asking the team member to read and sign the written report.

The purpose of the written report is to assist the team member with constructive suggestions, which if followed, should enable them to improve their work; or if not followed, to know that additional disciplinary action or termination of employment may occur.

The written report should be documented on either a *Team Member Instructions* form (Appendix A) or *Disciplinary Action Report* (Appendix B); the use of which is determined by the nature and frequency of the offense or deficiency.

Each month the *Team Member Instructions* and *Disciplinary Action Reports* from the prior month are sent to the appropriate regional vice president and/or vice president, and above, for review.

PROCEDURE

Company rules have been established to provide guidelines for discipline, order, and the efficient operation of the company. Supervisors have the authority to discipline for performance issues, violations of company policies and other conduct issues. There are several types of disciplinary actions available, each of which requires a written record:

- Performance discussion conference
- Suspension without pay
- Demotion
- Termination of employment

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In cases which have reached the termination stage, the supervisor may find it advisable, to consult with the Human Resources Department and/or President and CEO prior to informing the team member of the termination in order to ensure compliance with all legal requirements.

All disciplinary conversations and actions must be documented in writing after the conversation, signed by the team member and the supervisor, sent to the regional manager/department head, and sent to Human Resources to be filed in the team member's personnel file for future reference.

This policy provides guidelines regarding team member discipline, but it is important to remember our employment-at-will policy remains in place at all times. Depending on team member conduct or the nature and frequency of offenses, management reserves the right and has the discretion to enter into any phase of discipline, inclusive of termination of employment, at any time.

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Appendix B: Disciplinary Action Report



TODAYS DATE: _____

Disciplinary Action Report

Team Member Name: _____ Hire Date: _____ Position: _____

Service Center or Dept Name: _____ Service Center or Dept #: _____ Region: _____

All disciplinary conversations and actions are to be documented in writing.

Reason for Disciplinary Action:

- Work Performance
- Absenteeism: Attendance Tardiness Other
- Vehicle Infraction
- Violation of Massey Services Standard of Conduct
- Other

Details of Occurrence:

Standards Expected:

Plan for Improvement, and expected timeframe:

Future corrective action, if needed, may include unpaid suspension, demotion, or possibly termination

Action Taken:

- Conference: 1st 2nd 3rd
- Suspension for _____ days without pay
- Demotion
- Termination of Employment

I acknowledge I have reviewed the above statements with my supervisor:

Team Member Signature: _____ Date: _____

If you wish to provide a statement, please attach it to this form.

I have addressed the above with this team member:

Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____

- Complete all sections of this form
- Provide a signed copy of this form to the following: Regional Manager/Department Head; HR Assistant; Team Member
- Attach all supporting documentation

HR ONLY: Total # of DAR's for this team member _____
updated 10.2024 MM

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