



DISCIPLINARY POLICY - Consistent with our overall Employee Policy, individuals needing disciplinary reinforcement will be treated in the following manner.

1. Verbal coaching and/or a warning will be given employees by supervisory personnel for first-time policy or procedural infractions.
2. A second instance of the same or near same incident will incur a verbal and written memo documenting the infraction. Dependent on the seriousness of the incident this memo will be kept in the employees file for from 3 to 12 months, after which time it will be removed from the employee file and destroyed.
3. A third infraction of the same, or what can reasonably be construed to be the same matter, will result in Decision-Making-Leave being implemented. This is a formal one-day paid disciplinary suspension, and the last step prior to termination of employment. Employees are informed of their problematic behavior and what corrective actions are expected of them. They are then instructed to take the day or balance of, to consider the matter and return the following work-day if they feel they can comply with our directives. If they decide they cannot comply they are instructed to return all Jerry Thompson & Sons, Inc. equipment and materials and will be considered to have voluntarily terminated their employment with Jerry Thompson & Sons, Inc.
4. Crisis suspension: If an employee commits a particularly egregious act, such as but not limited to; theft, physical assault or threat of the same, demonstrating blatant disregard for safety procedures or other obtrusive act, such employees may be disciplined by immediate dismissal without regard to the procedures listed above.