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|  DISCIPLINARY ACTION PLAN-SAFETY POLICY INFRACTIONS | NO. 478 |
| It is agreed throughout the safety industry that the preferred form of motivation is through employee recognition. This can be done through acknowledging a period of time with no employee injuries or lost time cases. Positive reinforcement such as this benefits the safety program, as well as the morale and atmosphere of the company. A Progressive Discipline Policy is used to emphasize the requirements and importance placed on safety. Winning Wheels’ progressive discipline policy is outlines in the employee handbook.Employees will be oriented regarding the disciplinary action that will be taken for safety violations as well as other misconduct (refer to employee handbook). Documentation is maintained when workers are disciplined, to serve as a record of their negligence towards work requirements in the event future complications or litigation develops.GUIDELINES FOR CARRYING OUT DISCIPLINARY ACTION UTILIZING THE PEP PROGRAM:* Acquire the facts before meeting with employee – talk with supervisor, witnesses, etc.
* Prepare outline before meeting with employee – use a checklist to ensure sufficient coverage.
* Conduct sessions in private – have second manager as witness beyond verbal warning.
* Be clear and candid – define problem and expectations.
* Note specific deficiencies on an SIR
* Reiterate expectations
* Ensure punishment fits the crime – consistent with due process requirements. Explain consequences of further violations.
* Prepare a signed copy for personnel file.
* Require control/review by human resources or designee.
* Consistency is essential; use the same discipline for same violation. Differential treatment can result in legal action.
* Documentation of situation, signed by persons present – indicate if employee refuses--- Narrative, factual and specific with no editorializing or interpretation

----Needed even for verbal warnings----Date/action requiring discipline/witnesses/investigation facts/discussions  |
| Approved: | Effective Date: 12/96 | Revision Date:5/05; 7/07; 3/17 | Change No.: | Page: 1 of 2  |

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| The safety rules, procedures and programs on which our employees have been trained are a requirement and condition of employment at Winning Wheels. The following Progressive Disciplinary Action guidelines have been established, but are not intended to be used in lieu of supervisory discretion.1st Violation Verbal Warning, with documentation from the supervisor.2nd Violation Written Warning, signed by you and your supervisor, to be placed in your permanent record.3rd Violation Up to one week suspension without pay, with documentation made to the employee’spermanent record.4th Violation Grounds for termination, if four violations occur within one year's time.**This progressive discipline policy does *not*****apply for violations that are considered to be an** **extreme threat to the safety and well being of employees and this facility. Actions that are** **deemed as willful intent to cause employee or resident injury or property damage, will result in** **immediate termination.** |
| Approved: | Effective Date: 12/96 | Revision Date:5/05; 7/07; 3/17 | Change No.: | Page: 2 of 2  |