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| ZERO TOLERANCE - NEGATIVE ATTITUDES | | | | NO. | |
| Winning Wheels, Inc. maintains a zero tolerance policy with regard to staff behaviors and negative staff attitudes which undermine our goal of promoting and maintaining an atmosphere of cooperation and respect in our facilities. Staff who display attitudes or behaviors which are inconsistent with this goal will be subject to progressive disciplinary action up to, and including, termination.  Specific behaviors toward others which will not be tolerated include, but are not limited to:   * Rolling one’s eyes to convey disbelief or disinterest * Walking away, looking away, heavy sighing, humming, offensive whistling or other actions of disinterest or disrespect during conversation with a supervisor or co-worker * Intentionally making oneself difficult to find (e.g. hiding in resident rooms, unexplained absences from work areas, excessive absences from work areas, etc.) * Taking breaks that are excessive in frequency or in length * Using a tone of voice or demeanor that conveys disrespect or hostility toward others * Refusing to implement a directive from a supervisor or administration * Not using established grievance procedure * Leaving incomplete work for next shift to finish * Making pessimistic comments or having an overly pessimistic outlook * Failing to provide fellow staff members with adequate details about resident care * “Dumping” work on inexperienced staff members without their having sufficient training to perform a task independently * Failing to provide assistance to new staff members when requested or obviously needed * Threatening to quit in front of peers or residents * Sending an electronic communication that conveys disrespect or hostility towards others in a workplace environment.   This policy will be in-serviced upon hire at general orientation and may, in certain circumstances, be reviewed with staff as incidents arise. Violations of this policy will result in the following progressive disciplinary action:   * 1. First offense – written warning   2. Second offense – suspension   3. Third offense – termination   I have read and understand the above stated policy on Zero Tolerance – Negative Attitudes. I agree to abide by this policy and am aware of the consequences of failing to do so.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Name Printed Signature Date | | | | | |
| Approved: | Effective Date:  10/2002 | Revision Date:  12/12; 1/14; 3/17;2/21 | Change No.: | | Page:  1 of 1 |