



## TEAM MEMBER GUIDE

### **825 PROGRESSIVE DISCIPLINE**

The Company's best interest lies in ensuring fair treatment of all Team Members, and in making certain that disciplinary actions are prompt, uniform, and impartial. The purpose of disciplinary action is to make a Team Member aware of the inappropriate behavior, correct the inappropriate behavior and to prevent its recurrence.

The goal of progressive discipline is to correct unsatisfactory performance or conduct. All forms of discipline will be reflected on performance evaluations.

Failure to acknowledge, seek assistance and/or deal with personal challenges that interfere with a Team Member's performance will be subject to disciplinary measures, up to and including termination of employment for cause.

Disciplinary Stages:

**1<sup>st</sup> occurrence** = documented verbal warning

**2<sup>nd</sup> occurrence** = written warning or written warning with suspension (unpaid)

**3<sup>rd</sup> occurrence** = termination of employment for cause

There may be circumstances where one or more steps are bypassed. The severity of any disciplinary action will depend upon the record of the individual Team Member, and the seriousness of the offense.