

 **Discipline Policy**

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Guiding Hands Coalition LLC (hereafter referred to in this document as GHC) has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to all employee conduct that GHC, in its sole discretion, determines must be addressed by discipline. No discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace; therefore, GHC takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline is the result of unacceptable behavior, poor performance or violation of GHC’s policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas if applicable. Equally important, GHC may not resort to progressive discipline, but may take whatever action is deemed necessary to address the issue at hand. This may mean that a more or less severe type of discipline is imposed in a given situation. Likewise, some GHC policies like sexual harassment and attendance contain specific discipline procedures.

Progressive discipline may be issued with an employee even when conduct that leads to more serious discipline is not the same type of conduct that previously resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Employees on probation are to be held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees. All warnings and suspensions are in effect for 3 months and will be documented by the Director of Operations and added to the employee’s personnel file.

GHC will normally adhere to the following progressive disciplinary process:

1. Verbal Caution: An employee will be given a verbal caution when he or she engages in problematic behavior. As the first step in the progressive discipline policy, a verbal caution is meant to alert an employee that a problem may exist or that one has been identified, which must be addressed.
2. Verbal Warning: A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect.
3. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning and/or the employee engages in unacceptable behavior during the period that a verbal warning is in effect.
4. Suspension: A suspension without pay is more serious than a written warning. An employee will be suspended for engaging in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee’s suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for three (3) months.
5. Decision-making leave: Generally following a suspension, an employee will be reprimanded and sent home the same day with decision making leave. This is intended to help the employee reflect upon whether they should continue employment with GHC. Should the employee return, it is expected that the employee work harder than before to follow GHC’s guidelines and continue theiremployment without future interruption. Should the employee decide not to return, the employee may choose to resign because employment with GHC is not a good match.
6. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that previously resulted in less severe discipline.

Again, while GHC will generally take disciplinary action in a progressive manner, it reserves the right to decide whether disciplinary action is necessary and what type disciplinary action will be applicable in a given situation. The following scenarios indicate where the disciplinary procedure starts depending on the violation.

**Performance Issues:** Disciplinary procedure starts at the Verbal Caution stage. It includes but is not limited to:

* Failure to meet performance objective.
* Attendance issues.
* Failure to meet deadlines.

 **One-time minor offense.** Disciplinary procedure starts at the Verbal Caution stage. It includes but is not limited to:

* Rude behavior to clients, co-workers, and management.
* On-the-job minor mistakes.
* Breach of dress code/open door policy.
* Involuntary Discrimination.

 **Frequent offender:** Disciplinary procedure starts at the Written Warning stage. It includes but is not limited to:

* Lack of response to previous verbal warnings and corrective actions.
* Loss of temper in front of clients, co-workers, and management.
* On-the-job major mistakes, including but not limited to permanent damage to client’s or GHC’s property.
* Unwillingness to follow health and safety standards.

 **Severe offensive behavior:** Disciplinary procedure starts at the Suspension stage. Depending on the severity of the action of the employee, GHC may choose, at their own discretion, to escalate the stage to the Termination stage if deemed necessary.

* Corruption/Bribery.
* Breach of employment agreement.
* Harassment/voluntary discrimination.
* Workplace violence.
* Embezzlement/Fraud.
* Substance abuse.

Managers may choose to repeat stages of the disciplinary procedure as appropriate. This decision depends on employees’ response to the disciplinary procedure, and whether they repeat their behavior, as well as the nature of their offense.

Our disciplinary procedure begins when GHC feels that there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, managers must investigate the matter first.

 Appeals are allowed and must be filed to one of the owners of GHC as soon as possible if the employee feels it is necessary.

Managers should and will document every stage of our disciplinary procedure (including the verbal warnings). If appropriate, management will include necessary information like evidence, testimonies, and employee’s progress towards fixing the behavior.

 GHC is obligated to refrain from disciplinary actions that may constitute retaliatory behavior. A no-retaliation company policy will be in effect at all times to ensure there is no misuse of our disciplinary procedure.

 Please take the time to review and fill out the following page.

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and fully understand this Discipline Policy. I have been given the opportunity to ask any questions I may have as an employee and have received responses that sufficiently answered my questions. I agree to follow the GHC discipline policy, as well as all other policies, to the fullest extent. I understand this policy goes into effect immediately.*

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*(Employee Signature and Date)*

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*(Employer Signature and Date)*