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	<b>COMPANY PROCEDURE</b>		
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**Personnel responsible:**

All Giles Chemical Personnel

**Safety equipment:**

N/A

**Summary:**


It is the policy of Giles Chemical to expect all employees to abide by certain work rules of general conduct and job performance at all times. The purpose of the Disciplinary Action Policy is to help employees improve performance, and to ensure that all employees understand the work procedures and Company policies. Management reserves the right to weigh the facts and circumstances in each case and determine the appropriate discipline. The following guidelines will be followed:

**Policy:**

**Grounds for Immediate Dismissal**


Some conduct may result in immediate dismissal. The Human Resources Manager or Company President will carry out all terminations of employment. Examples of behavior that may result in immediate dismissal include:

1. Dishonesty (including, but not limited to theft, falsification of documents, etc.).
2. Gaining unauthorized access to company records by any means.
3. Insubordination (a willful and deliberate refusal to perform assigned duties or to follow reasonable orders of management).
4. Gross negligence or willful acts in the performance of duties resulting in damage to company product, property or injury to others)
5. Violation of confidentiality policy, (trade secrets, the medical privacy policy, etc.)
6. Fighting or assault on someone on the plant premises.
7. Possession of or bringing onto the company's premises dangerous weapons of any kind or other contraband without the written consent of the company (company-issued equipment and pocketknives excluded).
8. Deliberate destruction of, or damage to, company property or products.
9. ZERO Tolerance Policy for Drugs and Alcohol. Reporting to work (job sites, office or Vehicles) with a detectable level or possession of alcohol or illegal drugs. Sale, use or being under the influence of any illegal drug regardless of where the offense or use occurs.
10. Harassment (e.g., sexual, age, race, national origin, religion) of other employees, vendors, or customers will not be tolerated. Anyone in violation of this rule may be subject to disciplinary action up to and including discharge.

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## Grounds for Disciplinary Action

- This list describes examples of other conduct that may result in disciplinary action (up to and including dismissal) being taken:
  1. Failure to follow procedures as outlined by the Company and/or Management Representatives.
  2. Failure to maintain an acceptable attendance record. Consistent and on-time reporting for work is expected.
  3. Leaving during work hours or not returning to work after lunch or a rest period (except in an extreme emergency) without prior notification to management.
  4. Failure to clock in or out.
  5. Punching another person's time card.
  6. Failure to call one hour before the employees scheduled starting time for the day shift, or two hours before the employees scheduled starting time for night shift, when absent.
  7. Negligence or carelessness in performing specified or assigned duties.
  8. Sleeping on the job.
  9. Horseplay. If a serious injury is the result, discharge may occur.
  10. Failure to report immediately to management any work-related injuries.
  11. Violation of any Safety procedure including unsafe operation of equipment, including vehicles and failure to wear effective hearing and eye protection.
  12. Operating equipment or machines without guards or safety devices in place and in working order.
  13. Demonstration of lack of courtesy towards other employees, customers or vendors.
  14. Use of threatening, profane or abusive language.
  15. Failure to report to Employee Supervisor or other Member of Management, if the employee has knowledge of:
    - a. Any situation or condition that might adulterate, contaminate, or induce spoilage in our products.
    - b. Any deviation from approved formula, processes, or procedures.
    - c. Any damage to equipment, supplies, materials, machinery, or buildings.
    - d. Any illegal or questionable activities on Company property.
  16. Unauthorized removal, destruction or falsification of any federal, state, or other legally required notice, including quality control tags.
  17. Posting, removing, altering, or defacing notices on company bulletin boards without company approval.
  18. Violation of the smoking policy.
  19. Visiting or loitering in areas other than those to which you have been assigned.
  20. Violation of any discrimination or privacy laws.
- Disciplinary / retraining resulting from customer complaint.
  1. Failure to follow procedures resulting in a customer complaint will be subject to disciplinary action as well as retraining of the procedure.
    - a. All retraining procedures will be filed with corrective action paper work of customer complaint.

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### Procedure:

The Disciplinary Action Procedure is to help employees improve performance and discourage bad work behaviors. Giles Chemical has set up a guideline to be used as a disciplinary action progression plan. This is only a guideline. Management reserves the right to weigh the facts and circumstances in each case and determine the appropriate discipline.

## DISCIPLINARY ACTION PROGRESSION

### OBSERVATION/NOTIFICATION:

Upon observation or notification of unacceptable performance or behavior the Supervisor will immediately discuss the situation with the employee. The Supervisor will ensure that employee is retrained on all job performance related issues and pertinent Company policies will be reviewed. Follow up by the Supervisor is expected. **Supervising Manager will immediately forward an e-mail notifying Human Resources of unacceptable behavior or performance.**

### VERBAL COMMUNICATION:


If unacceptable employee behavior continues the issue should be specifically discussed with the employee by his or her Supervisor. Notation of the discussion should be made in employee file. Retraining should commence immediately. Expectations should be clearly outlined. A predetermined date for review to ensure behavior is corrected should be stated. Actions will be closely monitored by the Supervisor to insure proper procedures, and Company policies are being adhered to. **Supervising Manager will immediately forward an e-mail notifying Human Resources of Verbal Communication to the employee of unacceptable behavior or performance.**

### PROBATION:

If behavior persists or expectations are not met, a written warning/probation statement will be issued. Management will determine, based on the severity of the offence, the length of the probationary period (generally from one week to 3 months) and the number of reviews that will be held (generally 2 but no more than 4). The Warning will specify the nature of the infraction and will outline the steps expected for improvement. Specific dates will be outlined for actions to be accomplished. Periodic reviews of performance will be conducted during the probationary period. Some infractions may require suspension of the employee. Suspension will be at the discretion of the Company. Any review in which it is determined that no progress is being made will be considered the final review and termination proceedings will commence. **All Written Warnings and Performance Reviews will be documented and held in personnel files in the Human Resources office.**

### TERMINATION:

All suspensions from work and terminations will be handled by the Human Resources Manager or the President of the Company in the HR Managers absence.

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## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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