**Disciplinary Procedure**

In the event of a violation of general company rules, safety rules, taking unnecessary risk, or not following company procedures / policies, the following progressive discipline procedure must be followed:

The supervisor will be notified of the issue and a warning notice will be communicated to the employee by his supervisor. If the violation of general company rules or a safety rule violation does not result in immediate discharge, the disciplinary procedure is as follows:

1. The offending employee will be given a verbal warning by his supervisor. The supervisor, for purposes of letting the employee know that it is an official warning, will state, "This is a verbal warning." A notation of this should be made on the Employee Warning Notice (see attached) form and turned in to Human Resources. It will be placed in the employee’s personnel file.
2. For the next violation the employee will receive a written notice of the offense (see attached) with reference to the prior discussion resulting in the “verbal warning”. A copy of this notice will be turned in to Human Resources and placed in the employee's file.
3. The third infraction will subject an employee to disciplinary action such as pay reduction, demotion, and/or suspension without pay, or discharge.
4. The fourth infraction, if allowed, will result in discharge.

Note: A violation may result in termination at or before any of the above steps at the discretion of a company executive, manager, superintendent, and/or supervisor.

Physical inspections by company officials that indicate violations showing overall lack of commitment to company safety goals shall be under the same level of disciplinary actions

**Employee Warning Notice**

**Employee’s Name**

**Time**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of warning**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of violation**:

**Warning / Notice** verbal - written (**circle one**) **Time of violation**:

**Location violation occurred**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (AMC Main Yard, AMC Site 2, AMMC, AMF)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nature of Violation** |  |  |  |  |  |
| Substandard work | Conduct |  | Tardiness | Carelessness | Insubordination |
| Absenteeism | Punching out ahead of time | | | Punching in/out someone else’s time card | |
| Intoxication or Under Influence | | Other: |  |  |  |

**Additional Remarks:**

**Employee Comments:**

**Signatures:**

Supervisor:

Employee: (Not required for Verbal Warning/Notice)

Management: