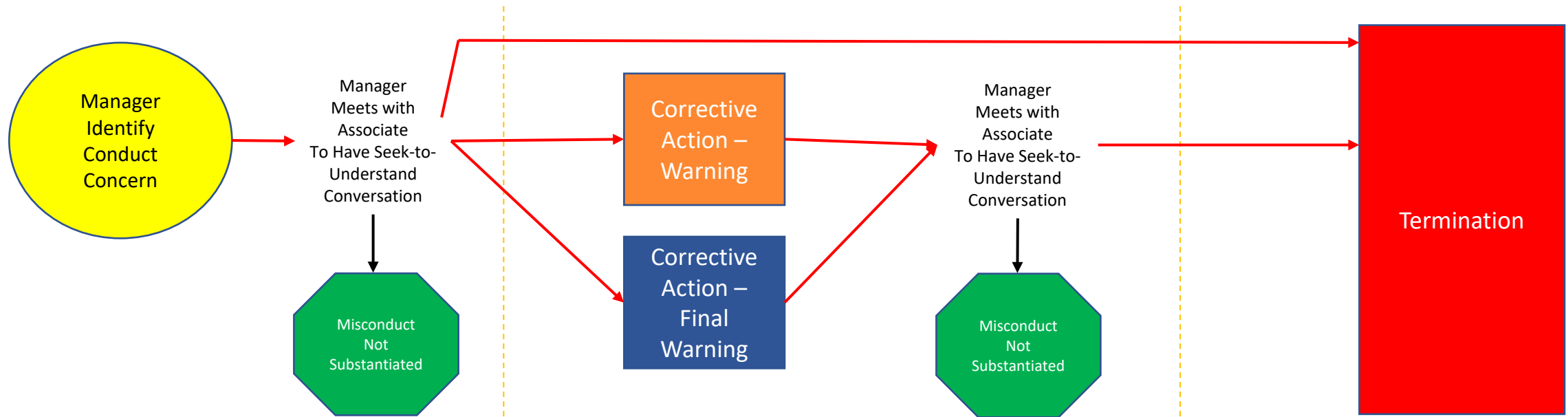


Disciplinary Action Guideline: Unacceptable Conduct



Corrective Action: Warning

- Warning or Final Warning will depend on will depend on severity of situation/concerns
- Refer to one-page reference guide on how to draft Disciplinary Action documentation
- Identify what the associate is being held accountable for (ex: violating company policy, inappropriate behavior, performance)
- Include dates of incidents and when it was addressed with the associate – incidents must include associate’s response/account of what happened
- Include overall impact to the team/business and set expectations moving forward
- Ensure RPM has reviewed and approved draft before sending to HR
- After final approval from HR, manager to administer Corrective Action and review changes necessary to resolve issue/behavior
- Send signed copy to HR to file

Corrective Acton: Final Warning

- Warning or Final Warning will depend on will depend on severity of situation/concerns
- Refer to one-page reference guide on how to draft Disciplinary Action documentation
- Identify what the associate is being held accountable for (ex: violating company policy, inappropriate behavior, performance)
- Include dates of incidents and when it was addressed with the associate – incidents must include associate’s response/account of what happened
- Include overall impact to the team/business and set expectations moving forward
- Ensure RPM has reviewed and approved draft before sending to HR
- After final approval from HR, manager to administer Corrective Action and review changes necessary to resolve issue/behavior
- Send signed copy to HR to file

Termination

- Termination must be approved by RPM/Department Head before moving forward
- Manager to draft Termination Action Form including dates, incidents and details to support moving to termination.
- Ensure RPM has reviewed and approved draft before sending to HR
- After final approval from HR, manager to submit term request in Workday
 - Attach approved Termination Action Form
 - Set associate’s termination date and confirm where final check should be mailed to
- Review Termination Action Form with associate and provide associate with final check
- Send signed copy to HR to file

The timeline of disciplinary actions will vary. Corrective actions will ultimately depend on the severity of the conduct concerns. All disciplinary action documents require final approval by HR before it can be administered to associates.