

## ***Progressive Discipline***

### *1.0 Policy*

It is the policy of Ultra Technologies, Inc. to ensure that all employees' conduct and performance meet acceptable standards as determined by work objective. In some cases if an employee is not performing in an acceptable manner or is not displaying a professional demeanor, progressive corrective action should be taken.

### *2.0 Definition*

The progressive discipline process consists of three steps: verbal warning, written warning, and formal probation.

The final stage, of course, is termination, which could occur at any point in the process, depending on circumstances.

### *3.0 Scope*

All employees who have completed the 90-day probationary period. Disciplinary actions for new employees completing their 90-day probationary period are listed in the Employee Probation Period policy.

### *4.0 Guidelines*

It is the goal of Ultra Tech to establish a progressive disciplinary program that: lets employees know what problems exist and what steps will be taken to remedy them; provides discipline only for cause; is both constructive and instructive; and, is consistent and fair.

Unacceptable behavior, conduct or continued poor work performance will be subject to progressive discipline. Progressive discipline means that employees will be assessed penalties that become increasingly severe each time an offense is repeated or performance has not improved. However, in some instances misconduct may be intolerable and subject to immediate termination. These may include, but are not limited to: insubordination; physical attacks on managers or other employees; falsification of records; theft; willful property damage; use or possession of alcohol, illegal drugs or firearms on the job.

### *5.0 Procedure*

The manager should document performance or misconduct problems and seek the assistance of the Human Resources Manager for counseling the employee.

If counseling is not effective, a verbal warning and documentation to the Human Resources Manager will be placed in effect.

The next step in the progressive discipline procedure includes a written warning to the employee with a copy to the Human Resources Manager, detailing the problems and recommended solutions. The employee is to review and sign the written warning, acknowledging he/she understands this step in the progressive discipline process.

Subsequent levels in the process will require similar action with the addition of higher level of management approval and Human Resources concurrence.

The Human Resources Department will be responsible for maintaining all official correspondence pertaining to employee disciplinary actions.

The Human Resources Department will also assist the manager in providing employee counseling regarding conduct or performance.

The steps in the progressive discipline process are:

**Verbal Warning.** This is an oral warning to the employee that further infractions will lead to more severe penalties. In cases involving performance deficiencies, employees will first be counseled before they are subject to a verbal warning. The manager will forward a notice to the Human Resources Department for placement in the employee's file. If the misconduct or performance deficiencies do not reoccur or has been corrected after 12 months, the notice will be removed from the employee's file. (Process begins again for any new infractions after 12 months.

**Written Warning.** The second step is a written warning to the employee. A copy of the written warning is to be forwarded to the Human Resources Department and placed in the employee's file. This written warning will describe the unacceptable conduct or performance and specify the improvement needed. This notice will remain in the employee's file indefinitely.

**Formal Probation.** The third step includes both an official written notice, and a formal conference. The latter includes the manager and the Human Resources Manager and outlines and the seriousness of the infraction or the severity of the lack of performance improvement. An employee may also be suspended without pay during this step. A record of a formal probation will be retained in the employee's file indefinitely.

**Termination.** Employees who fail to improve their performance after having gone through the disciplinary process will be subject to termination.

Disciplinary measures more severe than an oral reprimand require two levels of management approval, in addition to that of the Human Resources Manager.

Employees may appeal the disciplinary action within ten (10) working days of the action by filing a complaint with their manager or the Human Resources Manager.

Management reserves the right to terminate employees without prejudice or due process within the first 90 days of employment