COMPANY DISCIPLINARY POLICY

***The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.***

The purpose of this policy is to state the company’s position on administering equitable and consistent discipline for unsatisfactory conduct. The company’s primary goal is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future. Our Progressive Disciplinary Policy includes the following steps:

1. First offense includes a written warning and optional retraining.
2. Second offense includes a written warning stating that future instances are not acceptable, as they adversely affect safety, performance, and company mission or customer service. Furthermore, written acknowledgement by driver or employee that future instances may result in probation, loss of promotion or pay step increases or termination of employment. Mandatory structured remedial training immediately.
3. Third offense results in a formal disciplinary action letter reiterating prior occurrences and actions. Statement of what disciplinary action is being taken, i.e. suspension, loss of pay step, change in job status and expected employee performance in all future related activity. Signed acknowledgement from driver or employee that any future occurrence will result in dismissal.
4. Fourth offense results in termination. A formal letter of dismissal referencing all previous employee actions and company responses to related issues of job performance will be issued.

Driver/Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_