PROGRESSIVE DISCIPLINE POLICY

This Progressive Discipline Policy (this "Policy") of _____ (the "Company") takes effect on _____. It explains how the Company addresses problems with employees' conduct and job performance. Questions go to _____.

1. PURPOSE AND SCOPE

The Company uses progressive discipline to tell employees clearly when their conduct or performance falls short, to give them a fair chance to improve, and to treat similar problems in a similar way.

This Policy covers (check one): [ ] all employees [ ] employees who have completed an introductory period of _____ days. Where a union contract covers an employee and differs from this Policy, the contract controls. Coaching, performance reviews, layoffs and the elimination of positions are not discipline.

2. DISCIPLINE STEPS

The Company generally uses these steps, in order (check those that apply): [ ] verbal warning, issued by _____, active for _____ months [ ] written warning, issued by _____, active for _____ months [ ] performance improvement plan of _____ days, prepared by _____ [ ] final written warning, issued by _____, active for _____ months [ ] other step: _____. The last step is termination of employment, decided by _____.

Each step is documented in writing and the employee receives a copy. The employee is asked to sign each written step to confirm receipt; signing does not mean agreement. Once a step's active period ends without a further problem, it no longer counts toward the next step, but its record stays in the personnel file.

These steps are a guide. Depending on how serious the problem is, the Company may repeat a step, skip steps or start at a later step. Managers apply this Policy consistently and without regard to any characteristic protected by law.

3. CONDUCT THAT MAY SKIP STEPS

Some conduct is serious enough that the Company may move directly to a later step, including termination, even for a first offense. Examples: [ ] violence or threats [ ] theft, fraud or falsified records [ ] harassment or discrimination [ ] working under the influence of alcohol or illegal drugs [ ] serious safety violations [ ] other: _____.

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4. INVESTIGATIONS

Before deciding on discipline, _____ looks into the facts, may interview the employee and witnesses, and gives the employee a chance to explain. During an investigation, the Company may (check one): [ ] suspend the employee with pay [ ] suspend the employee without pay where the law allows it [ ] assign other duties without loss of pay. A suspension pending investigation is not itself discipline. Exempt employees keep their full salary unless federal and state wage law allow a deduction.

5. EMPLOYEE RESPONSE AND REVIEW

Within _____ working days after receiving a written step, the employee may give _____ a written response, which is attached to the record. Appeals (check one): [ ] an employee may appeal a written step or termination in writing to _____ within _____ days, and the decision is final within the Company [ ] an employee may ask for an informal review.

The Company does not discipline employees for activity the law protects, including discussing wages, hours and working conditions (29 U.S.C. § 157), reporting possible violations of law, filing complaints, taking protected leave and taking part in investigations.

6. RECORDS AND EMPLOYMENT RELATIONSHIP

Discipline records are kept in the personnel file and shared only with people who need them. Where state law gives employees a right to inspect or copy their personnel files, the Company follows it.

Employment basis (check one): [ ] This Policy is not a contract of employment. Employment is at will, and only a written agreement signed by _____ can change that. [ ] After any introductory period, the Company will discipline or discharge an employee only for just cause. Montana note: Montana's Wrongful Discharge from Employment Act (Mont. Code Ann. § 39-2-901 et seq.) governs discharge, so Montana employers should replace the at-will sentence.

7. EMPLOYEE ACKNOWLEDGMENT

I have received and read the Progressive Discipline Policy of _____, effective _____. I understand how the Company addresses conduct and performance problems, that it may skip steps when a problem is serious, that I may respond in writing to any written step, and that signing a written step shows I received it, not that I agree with it.

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SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

Company Representative

Signature: _____ Date: _____

Printed Name: _____

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