

ONTARIO INSULATION

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Disciplinary Policy

Purpose:

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behaviour and good conduct.

The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our customers and each other. You will be kept informed of department rules and changes to those rules by your supervisor or department head.

Ontario Insulation believes that you will want to do a good job and be more successful at your job if you know what is required to perform your job properly. Your supervisor is responsible for ensuring that you know what is expected from you in your job. It is company policy that employees are given opportunity to improve their job performance and receive feedback.

Policy:

Ontario Insulation will enforce disciplinary actions for the following, but NOT limited to:

Attendance, late, in-subordination, poor performance, harassment, violence, quality of work, safety, drug and/or alcohol abuse, carelessness.

- 1) Employees will be given a verbal warning that will be signed, dated, and included in their employee file for the first offence/incident.
- 2) Employees will be given a written warning and/or suspension for the second offence/incident.
- 3) Employees will be terminated for any offences/incidents beyond the written warning or suspension.

Degrees of discipline are generally progressive and are used to ensure that the employee can correct his or her performance or behaviour. Factors to be considered include how many offenses are involved, the seriousness of the offense(s), the time interval, and the employee response to prior disciplinary action(s).

Exceptions:

For serious offenses such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or alcohol on company property or job sites, etc., termination may be the first and only disciplinary step taken.

Any step or steps of the disciplinary process may be skipped at the discretion of Ontario Insulation after investigation and analysis of the total situation and upon approval of Heat & Frost Insulators Local 95.