

**PROGRESSIVE DISCIPLINE POLICY****HR.21**  
**Page 1 of 2****PURPOSE**

To ensure Agency discipline is equitable.

**POLICY**

The Agency will use an established progressive discipline process in cases of misconduct or unacceptable performance for all staff and volunteers

**PROCEDURE**

- I. (Verbal Warning) Initial communication regarding problem areas will be verbal, from the employee's supervisor. This will include a clear communication regarding the undesirable behavior or performance, and consequences, if behavior continues. The Supervisor will document and keep confidential the communication.
- II. (Written Warning) A formal documented counseling session which may include an unsatisfactory job evaluation will be retained in the employee file. Supervisory staff may conduct the session.
- III. (Final Warning) Second formal counseling session, recorded for employee file, with a warning that continued undesirable behavior may cause termination from the agency. The Supervisor and/or the Administrator will conduct the session.
- IV. Disciplinary action may begin at any stage of the process or may result in immediate termination based upon the nature and severity of the offense, employee's past record and other circumstances.
- V. When an employee refuses to sign a counseling form, management will obtain a signature from a witness.

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Reasons for disciplinary action up to and including termination may include, but are not limited to:

- ◆ Abuse, Neglect or Exploitation of a client.
- ◆ Theft of personal property.
- ◆ Theft of company property, including proprietary business information.
- ◆ Behavior that demonstrates a lack of respect for following guidelines and rules/authority.
- ◆ Unacceptable job performance.
- ◆ Excessive absence and/or tardiness.
- ◆ Personal use of the internet. (At the discretion of the Director of Services)
- ◆ Intoxication (use of alcohol or drugs).
- ◆ Use or selling of drugs.
- ◆ Harassment of other employees/clients/customers, either verbally or physically.
- ◆ Any action in conflict with stated company policies.
- ◆ Non compliance with Professional Practice Act
- ◆ Failure to adhere to the Compliance Program
- ◆ Sexual Misconduct to include but not limited to: patients, patient's family members or agency employees