



HUMAN RESOURCES POLICY & PROCEDURES

DEPARTMENT: HR	POLICY NUMBER: 144
DISTRIBUTION: All Staff	EFFECTIVE DATE: 03/93
SUBJECT: Disciplinary Action	REVISION DATE: March 1, 2018

"Disciplinary action" shall be defined as action taken by a supervisor to identify unacceptable performance, needed corrections, expected time frames for improvement, and consequences for failure to achieve needed improvement. Disciplinary action must be in writing and placed in an employee's personnel file. Disciplinary status may limit the employee's ability to use accrued combined leave time, transfer or be promoted to another position, and/or to receive a bonus, salary increase or consideration for different work assignments.

When disciplinary action is being considered, the supervisor shall review the situation with human resources as well as a member of the leadership team.

DISCIPLINARY OPTIONS:

Equinox, Inc. supports the use of progressive discipline to address conduct issues and/or misconduct. Equinox reserves the right to administer any of the following options based on the nature of the incident or situation, which may include skipping one or more steps. Each situation will be dealt with on an individual basis.

- **Written Warning:** Employee is notified by the supervisor of an area in which a performance deficiency or problem exists or an area in which the employee fails to meet standards or expectations. The purpose of a warning is to make certain that the employee is fully aware of the problem, what is expected, improvement or corrections necessary, target dates for completion and review. All written warnings must be approved in advance by a member of the Leadership team.
- **Discharge.** An employee's employment may be terminated by the agency in accordance with Equinox's Employment at Will policy or for failure to meet performance expectations, professional standards or violations of agency policy. All discharges shall be approved in advance by the CEO or his/her designee.

INVESTIGATION/MISCONDUCT:

Administrative Leave: An employee may be directed not to return to the work place for a specific period of time, to allow the agency to conduct an investigation. Administrative leave may be paid or unpaid depending on the situation. Each situation will be dealt with on an individual basis.

While on administrative leave an employee must be readily available to come into work during their regular scheduled work hours by the request of the supervisor, designee, Director and/or Human Resources. Failure to be available will be considered a voluntary resignation.

At the conclusion of the administrative leave, the employee and supervisor or designee shall meet, with or without the Human Resources or a member of the leadership team, to review the situation including any disciplinary action.

Discipline Procedures:

- The outcomes/actions plans from written warnings and administrative leave will be specified on the appropriate documents.
- Written warning, administrative leave, and discharge documentation will be placed in the employee's file.

The supervisor shall provide the employee with a written summary of performance deficiencies or other concerns, standards to be achieved, consequences for failure to achieve needed improvements. A date to review the employee's performance shall be established. This document shall be made available to the employee and a copy shall be placed in the employee's personnel file.

PROCEDURE:

1. Anyone who becomes aware of or suspects employee misconduct must inform one of the following: his/her supervisor or designee, Director, Leadership Team member, Human Resources, and/or ethics hotline, who will take appropriate action.
2. If the suspected misconduct constitutes a serious or repeated offense, CEO shall be notified. Based on the nature of the offense and/or the employee's previous job performance, the employee may be discharged.
3. If at any time an employee feels that he/she has not been treated fairly at any stage of this process, the employee may file a grievance. An employee directly supervised by the CEO can file a grievance with the Compliance Committee of the Board.