

7.20 Violations and Disciplinary Procedures

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to discipline employees when necessary for violations policies, rules or regulations, marginal performance and/or general misconduct.

Procedure:

An employee who violates Licking/Knox Goodwill Industries Inc.'s rules, regulations, procedures or policies or demonstrates marginal performance or general misconduct is subject to disciplinary action ranging from verbal reprimand to immediate discharge, depending upon the seriousness of the offense. An employee who has three disciplinary actions within a 90-day period may be terminated. An introductory-period employee who fails to appear for work without advance notification to his/her supervisor or proper administrative staff shall be immediately terminated.

Marginal Performance - Examples of Marginal Performance include, but are not limited to:

1. Inefficiency or lack of application to assigned tasks
2. Continual need for instruction
3. Inaccurate or careless work
4. Non-productive use of time
5. Avoidance of responsibility

General Misconduct - Examples of misconduct include, but are not limited to:

1. Failure to report for work as assigned; failure to properly report absences
2. Failure to be at work station, ready to begin work at starting time
3. Failure to use time clock or improper/inaccurate time reporting
4. Clocking or signing in for another employee or knowingly permitting another to clock or sign in for you
5. Stopping work before specified schedule
6. Leaving work site during paid, working hours without supervisor permission
7. Sleeping, loitering or loafing on the job
8. Entering or exiting the building by doors off limits to employees without proper authorization
9. Leaving assigned department during paid, working hours without permission
10. Eating in unauthorized areas
11. Failure or refusal to perform assigned duties satisfactorily; concerted or deliberate restriction of output
12. Reading on company time, unless job related
13. Failure to report to Human Resources when summoned

14. Refusing or failing to cooperate with or participate in a Licking/Knox Goodwill Industries, Inc. investigation
15. Failure to follow verbal or written instructions
16. Deliberate disregard of a customer
17. Gambling or participating in any other game of chance on company premises or on company time
18. Insubordination to persons in authority
19. Posting or removal of notices or signs on company property without permission of the Director of Communications
20. Selling, soliciting or distributing non-company oriented literature unless authorized by the Director of Communications
21. The making or publishing of false, vicious or malicious statements concerning any employee, supervisor, the company or its products and services
22. Use of abusive language, ~~excessive~~ profanity, improper language or, participation in any inappropriate behavior
23. Sexual Harassment or any other unlawful or unwelcome harassment
24. Threatening, intimidating, coercing or interfering with management, supervisors, other employees or program participants
25. Physical assault
26. Possession of firearms, weapons or other, unauthorized dangerous materials, such as explosive, at the work site, on company premises or in company vehicles (See Policy 14.30, *Firearms and Other Dangerous Weapons*)
27. Any act of carelessness or neglect that results in personal injury or property damage
28. Horseplay, including but not limited to: throwing items, rough housing, scuffling or running
29. Carelessness in the use/operation of company equipment including company vehicles
30. Driving a company vehicle without authorization
31. Deliberate damage to company property, tools or equipment
32. Theft or unauthorized removal of company, customer, or employee property
33. Unauthorized use of telephones, cellular telephones, mail systems or other company technology
34. Violation of any safety or health policy, procedure or rule
35. Failure to immediately report all accidents or incidents
36. Smoking in an undesignated area
37. Use, possession, distribution or sale of narcotics, illegal drugs or alcohol during working hours (See Licking/Knox Goodwill Industries, Inc. *Drug Free Workplace Program*)
38. Reporting for work under the influence of illegal drugs or alcohol (See Licking/Knox Goodwill Industries, Inc. *Drug Free Workplace Program*)
39. Breaching confidentiality of employee or participant information
40. Misuse or unauthorized removal of employee, organizational or confidential information from the premises

41. Dishonesty of any kind; intentionally providing misleading information
42. Falsification of any company or employee information
43. Repeated violation of Licking/Knox Goodwill Industries, Inc. policy and procedures
44. Acts of a criminal nature
45. Excessive use of personal cellular telephones (voice, text, internet access or other applications) during assigned work hours. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.
46. Use of company computers to access any type of social networking site such as, but not limited to, Facebook, Twitter, LinkedIn or MySpace.

Disciplinary Procedures

- Supervisors must use Log Notes to immediately document violations of policies, rules or regulations, marginal performance and/or general misconduct whether or not they result in disciplinary action.
- The employee shall be given prior notice and an explanation of violation.
- The employee shall be given sufficient notice that continued violations will result in further disciplinary action, up to and including termination.
- The level of discipline shall be commensurate with the severity of the offense.
- All warning disciplinary measures shall be documented into a written report.
- Whenever the proper disciplinary action is unclear, the Director of Human Resources should be consulted. (See Policy & Procedure 6.01, *Attendance*, for attendance disciplinary procedures.)
 1. First Offense: Verbal warning
 2. Second Offense: Written warning and, depending on the seriousness of the offense, suspension
 3. Third Offense: Suspension, subject to discharge

Licking/Knox Goodwill Industries, Inc. reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures. Suspension or termination shall be made only after consultation with the Director of Human Resources and authorized by the CEO/President.

Employment with Licking/Knox Goodwill Industries, Inc. is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Goodwill Industries may end the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Nothing in this policy is intended to alter the above at-will status of employment with Licking/Knox Goodwill Industries, Inc.