

MENNONITE VILLAGE POLICY

TITLE: Corrective and Disciplinary Action Policy

POLICY NO: HR 700.05

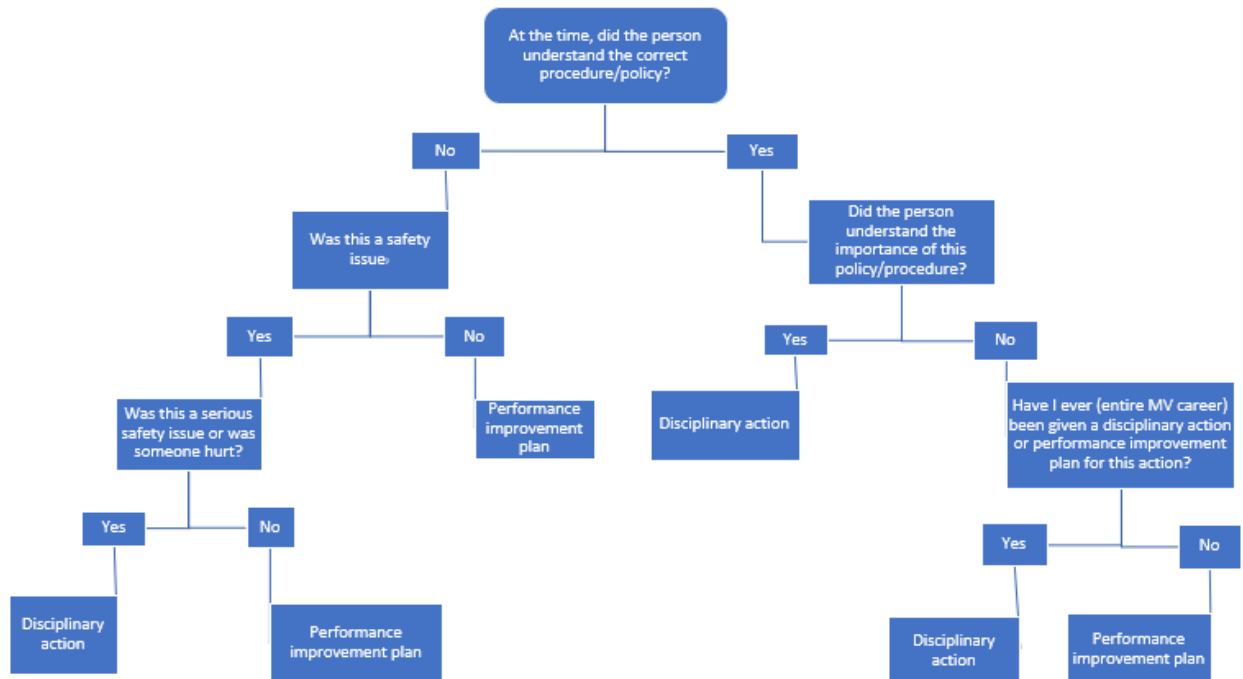
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EFFECTIVE DATE: November 2023

Mennonite Village is committed to administering equitable and consistent corrective or disciplinary action when performance or conduct in the workplace is unsatisfactory. Attendance corrective or disciplinary action is not included in this policy, see the attendance policy for details. Mennonite Village is dedicated to teaching and training our employees to avoid unsatisfactory performance or conduct, but we recognize that there are types of performance or conduct that are serious enough to justify either a suspension or termination, without going through the usual progressive disciplinary steps.

Corrective or Disciplinary action may call for different options including but not limited to Personal improvement plan (PIP), Oral warning, Written Warning, Final Warning, Suspension and Termination. Corrective or Disciplinary action will be progressive in nature. Management has discretion to initiate discipline. If a supervisor would like to skip any steps, they must get prior approval from the HR Director. The seriousness of the problem and the employee's work record will determine what disciplinary action will be taken. Below are descriptions of each type of Corrective or Disciplinary action:

- **Personal improvement plan:** A Personal improvement plan is a written document that a supervisor use to describe unsatisfactory performance or conduct, and specific improvements that are needed with a deadline. The PIP is equivalent to a written warning. Once you are released from the PIP, if you have a reoccurrence of the same or similar issues within 12 months of your release date you will be subject to further disciplinary action. Below is decision tree to determine if a PIP or disciplinary action should be given.



- **Suspension:** When an employee is removed from work pending the outcome of an investigation. Not all investigations will require for an employee to be suspended.
- **Oral warning:** An Oral warning provides an opportunity for a supervisor to bring attention to an existing performance or conduct issues. A supervisor will discuss the nature of the issue and any applicable company policies and/or procedures. The supervisor is expected to clearly describe the expectations.
- **Written Warning:** A Written warning is for ongoing issues that have not yet been resolved by the Oral warning or for more serious violations of any policies or procedures. A supervisor will discuss any additional conduct issues if applicable and/or why this disciplinary action was elevated to a written due to the seriousness of the situation.
- **Final warning:** A Final warning is for ongoing issues that have not yet been resolved by previous corrective or disciplinary action or for more serious violations of any policies or procedures. A supervisor will discuss any additional conduct issues if applicable and/or why this disciplinary action was elevated to a final warning due to the seriousness of the situation.
- **Termination:** Termination may be for ongoing issues that have not yet been resolved by previous corrective or disciplinary action or for more serious violations of any policies or procedures. Whenever possible Mennonite Village will follow progressive disciplinary action, but there are situations that justify termination without going through the usual progressive disciplinary steps. The HR Director, Director of Operations or Executive Director must give prior approval for a termination.

Appeal process

Employees will be given an opportunity to dispute information that has been used to issue a corrective or disciplinary action. The purpose of this process is to provide insight into the extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution. The employee will have five business days after the action is given to present such information.

Documentation

Employees may request copies of all their own progressive disciplinary or corrective action if written documentation is available, generally suspensions do not have any written documentation. Copies may take up to five business days to be sent to the employee. Employees will be asked to sign copies of the documentation acknowledging receipt of the documents and understand the corrective or disciplinary action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.