DISCIPLINE & DISCHARGE

***Policy:***

In order to be fair in handling all disciplinary action, Just Junk uses a system of progressive corrective discipline.

***Procedure:***

If it becomes necessary to discipline an employee the following steps should be taken:

1. 1st offence: Verbal Warning
   1. This incident is documented, a copy of the report is given to the employee and a copy is placed in the employee’s HR file
   2. Advise the employee that further infraction will result in a written warning
2. 2nd offence: Written Warning
   1. The incident is documented, a copy of the report is given to the employee and a copy is placed in the employee’s HR file
   2. Advise the employee that further infraction may result in suspension
3. 3rd offence: Suspension
   1. The employee is informed of the suspension
   2. The incident is documented, a copy of the report is given to the employee and a copy is place in the employee’s HR file
   3. Advise the employee that further infraction may result in termination
4. 4th offence: Termination
   1. The employee will be informed in writing of termination. The separation certificate and all monies owing shall be paid in accordance with ESA.
5. Depending on the degree of the infraction, any or all above steps may be skipped or eliminated. The following are some examples that may lead to automatic suspension and/or dismissal:
   1. Refusing to perform duties without just cause
   2. Use of alcohol and/or drugs on duty, or reporting to work intoxicated
   3. Theft of property from the company or other staff members. Theft must be proven
   4. Not reporting for duty and failing to notify supervisor/manager
   5. Physical and/or verbal abuse of a customer, co-worker, or any guest of the company