



PROGRESSIVE DISCIPLINE POLICY

Effective August 1, 2021

OBJECTIVE

Mammoth Holdings' progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of employee behavior and performance issues.

Outlined below are Mammoth Holdings' progressive discipline policy and procedures. Mammoth Holdings reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, time in the role, and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Mammoth Holdings and its employees.

NOTE- This is not a progressive disciplinary step. This is a template for you to keep your own notes regarding your team members. This section could be used to track coaching conversations, tardies/absences, or other items you may want to monitor until progressive discipline is necessary. The Note template is the only template that is not required to be shared.

VERBAL WARNING

Verbal Warning- First step in documented disciplinary action.

A verbal warning creates an opportunity for the direct supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

All warnings should be documented and signed by the team member and manager, then submitted in Paylocity via standard operating procedure, SOP-HR-004, and on the Mammoth Disciplinary Action Form.

WRITTEN WARNING



Written Warning- Second step in documented disciplinary action.

A written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During a written warning, the direct supervisor and next level manager will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee based on continued failure to meet performance or conduct expectations. The written warning should also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. All warnings should be documented and signed by the team member and manager and submitted in Paylocity via standard operating procedure, SOP-HR-004, and on the Mammoth Disciplinary Action Form.

FINAL WRITTEN WARNING

Final Written Warning-Third step in documented disciplinary action.

After a previous written warning, if further disciplinary action is required, a final written warning may be issued. This document should include a statement the warning is final and failure to correct the issue will result in termination of employment. This meeting must include the direct supervisor and next level manager. All warnings should be documented and signed by the team member and manager and submitted in Paylocity via standard operating procedure, SOP-HR-004, and on the Mammoth Disciplinary Action Form.

PERFORMANCE IMPROVEMENT PLAN (PIP)

Performance Improvement Plan (PIP)- This is an alternate corrective step that may be utilized in place of a final warning to address multiple performance concerns.

A performance improvement plan (PIP) may be utilized to address performance deficiencies. The employee's immediate and sustained corrective action will be a condition of continued employment. A formal meeting to deliver the performance improvement plan will include the direct supervisor and next level manager.

This step requires partnership and tracking with Human Resources prior to use. All performance improvement plans must be documented via the Mammoth Performance Improvement Plan form and tracked with the Human Resource Department. All performance improvement plans should be documented and signed by the team member and manager and submitted in Paylocity via standard operating procedure, SOP-HR-004, and on the Mammoth Disciplinary Action Form.



SUSPENSION

Some violations of policy, performance, conduct or safety incidents are so significant that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary, the supervisor may suspend the employee pending the results of an investigation. The next course of action should be to notify Human Resources and the next level manager.

Suspension may be subject to approval from a next-level manager and HR representative.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues.

HR will provide guidance to ensure that the discipline is administered properly.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

INVOLUNTARY TERMINATION REQUEST

Recommendation for involuntary termination of employment

The last and most serious course of action in the progressive discipline process is a recommendation to terminate employment. Generally, Mammoth Holdings will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Mammoth Holdings reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

Furthermore, employees may be terminated without prior notice or disciplinary action.

A recommendation for termination should be submitted in Paylocity via standard operating procedure, SOP-HR-004, utilizing the Involuntary Termination Request workflow option.

Management's recommendation to terminate employment must be approved by all levels of management and Human Resources as listed in the submitted workflow prior to communicating the termination to the team member.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.



Documentation

Team members should be given a copy of their signed disciplinary action or performance improvement plan at the time that they are communicated by the manager. The originals of these documents will be scanned, uploaded to their Paylocity personnel file, and then

Employees are entitled to view the contents of their employee file but may not make copies, take pictures, or remove original documents.

Review

This policy will be reviewed annually and updated as necessary.

Name and Title	Date (YYYY-MM)
Mark Hidle, Vice President of Human Resources	2021-08

Approval

Name, Title, and Signature	Date (YYYY-MM)
Mark Hidle Mark Hidle, Vice President of Human Resources	2021-08

History

Version	Issue Date	Updated by	Revisions
V.1	2021-08-01	Mark Hidle	<ul style="list-style-type: none">Original policy statement
Version	Issue Date	Updated by	Revisions
V.2	2023-08-15	Hassie Campbell	<ul style="list-style-type: none">Updated to include new SOP and Paylocity process