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PROGRESSIVE DISCIPLINARY POLICY		

1.0 Purpose

The Centerra Group (the “Company”) progressive discipline policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues on the Company’s USMS Contracts. It has been designed consistent with the Company’s organizational values, human resource (HR) best practices and employment laws. Using a rolling calendar year, all violations are considered active for a twelve (12) month period beginning on the date of infraction. Multiple active offenses within the same disciplinary category elevate disciplinary actions for that category accordingly. An incident is no longer considered active after the twelve (12) month period has expired. In most cases, the rolling calendar policy enables employees to learn from indiscretions without long-term negative effect.

Outlined below are the steps of this Progressive Disciplinary Policy. The Company reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

2.0 Verbal Warning Documented for the Record

Verbal Counseling creates an opportunity for managers to meet with employees and bring attention to existing performance, conduct or attendance issues. Managers will discuss with the employee the nature of the problem or the violation of company policies and procedures and describe expectations and steps the employee must take to improve performance or resolve the problem.

3.0 Written Warning

Letter of Reprimand involve more formal documentation of the performance, conduct or attendance issues and consequences. The Program 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 of his or her continued failure to meet performance or conduct expectations.

4.0 Suspension

There may be performance, conduct or safety incidents so problematic that the temporary removal of the employee from the workplace is warranted. When immediate action is necessary to ensure the safety of the employee or others, the immediate manager in coordination with HR and Legal may suspend the employee pending the results of an investigation.

Depending on the seriousness of the infraction and/or the number of previous active offenses, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension.

5.0 Termination of Employment

The most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, the Company will try to exercise the progressive nature of this policy by first providing verbal counselling, LORs, or suspension from the workplace before proceeding to a recommendation to terminate employment. However, the Company reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

Final termination of employment must be approved by Legal, HR and the Vice President of Operations or his or her designee.

6.0 Appeal Process

In addition to all rights realized under applicable Collective Bargaining Agreement, employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

Important note: 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 any existing employment-at-will relationship between the Company and its employees.

VERSION HISTORY

	Version	Version Date	Author	Description
1	1.0	10/1/2019	PMO	Initial Version
2	1.1	4/14/2022	PMO	Formatting Updates Only

VIOLATION OF SECURITY PROCEDURES	
OCCURRENCE	ACTION
FIRST	WRITTEN WARNING
SECOND	1 DAY SUSPENSION
THIRD	TERMINATION OF EMPLOYMENT
VIOLATION OF WRITTEN REGULATIONS OR POLICY	
OCCURRENCE	ACTION
FIRST	VERBAL WARNING DOCUMENTED FOR THE RECORD
SECOND	WRITTEN WARNING
THIRD	1 DAY SUSPENSION
FOURTH	2 DAY SUSPENSION
FIFTH	TERMINATION OF EMPLOYMENT
FAILURE TO DISCLOSE ADVERSE INFORMATION	
OCCURRENCE	ACTION
FIRST	UP TO TERMINATION BASED ON THE INCIDENT AND CONTINUED CONTRACT COMPLIANCE
FALSIFICATION, CONCEALMENT OR INTENTIONAL OMMISION OF FACT, OR DESTRUCTION OF ANY OFFICIAL RECORD, DOCUMENT OR WRITTEN STATEMENT WITH INTENT TO MISLEAD OR DEFRAUD	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
REFUSAL TO ACCEPT A WORK SCHEDULE	
OCCURRENCE	ACTION
FIRST	WRITTEN WARNING AND REMOVAL FROM SCHEDULE IN QUESTION
SECOND	WRITTEN WARNING AND REMOVAL FROM SCHEDULE IN QUESTION
THIRD	TERMINATION OF EMPLOYMENT
REFUSAL OR FAILURE TO PERFORM ASSIGNED DUTIES	
OCCURRENCE	ACTION
FIRST	WRITTEN WARNING
SECOND	1 DAY SUSPENSION
THIRD	2 DAY SUSPENSION
FOURTH	TERMINATION OF EMPLOYMENT
UNREASONABLE DELAY IN THE EXECUTION OF DUTY	
OCCURRENCE	ACTION
FIRST	VERBAL WARNING DOCUMENTED FOR THE RECORD
SECOND	WRITTEN WARNING
THIRD	1 DAY SUSPENSION
FOURTH	3 DAY SUSPENSION
FIFTH	TERMINATION OF EMPLOYMENT

POST ABANDONMENT	
OCCURRENCE	ACTION
FIRST	5 DAY SUSPENSION
SECOND	TERMINATION OF EMPLOYMENT
IMPROPERLY WEARING OR MAINTAINING THE DUTY UNIFORM	
OCCURRENCE	ACTION
FIRST	VERBAL WARNING DOCUMENTED FOR THE RECORD
SECOND	WRITTEN WARNING
THIRD	2 DAY SUSPENSION
FOURTH	TERMINATION OF EMPLOYMENT
LOSS OF PROPERTY IN YOUR CHARGE	
OCCURRENCE	ACTION
FIRST	REIMBURSEMENT AS PERMITTED BY LAW AND WRITTEN WARNING
SECOND	REIMBURSEMENT AS PERMITTED BY LAW AND A 1 DAY SUSPENSION
THIRD	REIMBURSEMENT AS PERMITTED BY LAW AND TERMINATION
	<i>NOTE: IF OFFICER REFUSES TO REIMBURSE AT ANY STEP THEN TERMINATION</i>
FAILURE TO SAFEGUARD A FIREARM	
OCCURRENCE	ACTION
FIRST	5 DAY SUSPENSION
SECOND	TERMINATION OF EMPLOYMENT
LOSS OF A FIREARM IN YOUR CHARGE	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
UNAUTHORIZED USE OR MISUSE OF ELECTRONIC EQUIPMENT	
OCCURRENCE	ACTION
FIRST	REIMBURSEMENT FOR ALL DAMAGES AS PERMITTED BY LAW AND WRITTEN WARNING
SECOND	REIMBURSEMENT FOR ALL DAMAGES AS PERMITTED BY LAW AND A 2 DAY SUSPENSION
THIRD	REIMBURSEMENT FOR ALL DAMAGES AS PERMITTED BY LAW AND TERMINATION
	<i>NOTE: IF OFFICER REFUSES TO REIMBURSE AT ANY STEP THEN TERMINATION</i>
UNAUTHORIZED USE OF PERSONAL ELECTRONIC EQUIPMENT	
OCCURRENCE	ACTION
FIRST	1 DAY SUSPENSION
SECOND	3 DAY SUSPENSION
THIRD	TERMINATION OF EMPLOYMENT
SLEEPING ON DUTY	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT

IMPROPER CONDUCT	
OCCURRENCE	ACTION
FIRST	VERBAL WARNING DOCUMENTED FOR THE RECORD
SECOND	WRITTEN WARNING
THIRD	2 DAY SUSPENSION
FOURTH	TERMINATION OF EMPLOYMENT
ENGAGING IN A VERBAL ALTERCATION WHILE ON DUTY OR ON CLIENT PROPERTY	
OCCURRENCE	ACTION
FIRST	5 DAY SUSPENSION
SECOND	TERMINATION OF EMPLOYMENT
ENGAGING IN AN UNAUTHORIZED PHYSICAL ALTERCATION WHILE ON DUTY OR ON CLIENT PROPERTY	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
HARASSMENT	
OCCURRENCE	ACTION
FIRST	DISCIPLINARY ACTION UP TO TERMINATION BASED ON THE SEVERITY OF THE INCIDENT
SECOND	TERMINATION OF EMPLOYMENT
INSUBORDINATION	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
REFUSAL TO COOPERATE IN AN INVESTIGATION	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
CONSUME, POSSESS, SELL OR FOUND TO BE UNDER THE INFLUENCE OF INTOXICANTS OR CONTROLLED SUBSTANCE WHILE ON DUTY	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
UNAUTHORIZED USE OF OFFICIAL CREDENTIALS	
OCCURRENCE	ACTION
FIRST	2 DAY SUSPENSION
SECOND	TERMINATION OF EMPLOYMENT
UNAUTHORIZED USE OR POSSESSION OF A FIREARM OR OTHER WEAPON	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT
ENGAGING IN CRIMINAL ACTIVITY ON DUTY	
OCCURRENCE	ACTION
FIRST	TERMINATION OF EMPLOYMENT

ARREST OR VIOLATIONS OF FEDERAL, STATE OR MUNICIPAL LAWS	
OCCURRENCE	ACTION
FIRST	SUSPENSION PENDING ADJUDICATION AND INVESTIGATION. REINSTATEMENT OR TERMINATION BASED ON FINAL DISPOSITION
ATTENDANCE	
LATE-ARRIVING FOR DUTY AFTER GUARD MOUNT/SHIFT START, RETURNING FROM MEAL OR BREAKS AFTER THE ALLOTTED TIME	
OCCURRENCE	ACTION
FIRST	VERBAL WARNING DOCUMENTED FOR THE RECORD
SECOND	VERBAL WARNING DOCUMENTED FOR THE RECORD
THIRD	WRITTEN WARNING
FOURTH	1 DAY SUSPENSION
FIFTH	3 DAY SUSPENSION
SIXTH	5 DAY SUSPENSION
SEVENTH	TERMINATION OF EMPLOYMENT
	<i>NOTE: MAY BE SUPERCEDED BY OPEN POST OR CBA POLICY</i>
UNSCHEDULED MEDICAL LEAVE	
OCCURRENCE	ACTION (NON-DISCIPLINARY)
FIRST	EXCUSED
SECOND	EXCUSED
THIRD	CONVERTS TO AN EXTENDED MEDICAL CALL OFF
	<i>NOTE: ALL AUTHORIZED FMLA TIME UTILIZED FOR THE SAME COVERED OCCURRENCE IS CONSIDERED ONE EVENT AND NOT SUBJECT TO THE DISCIPLINARY POLICY.</i>
UNSCHEDULED EXTENDED MEDICAL LEAVE – THREE DAYS OR MORE	
OCCURRENCE	ACTION
FIRST	REQUIRES A DOCTORS NOTE OR IT CONVERTS TO A NON MEDICAL CALL OFF
SECOND	REQUIRES A DOCTORS NOTE OR IT CONVERTS TO A NON MEDICAL CALL OFF
THIRD	REQUIRES A DOCTORS NOTE OR IT CONVERTS TO A NON MEDICAL CALL OFF
FOURTH	REQUIRES A DOCTORS NOTE OR IT CONVERTS TO A NON MEDICAL CALL OFF
FIFTH	CONVERTS TO A NON-MEDICAL CALL OFF
UNSCHEDULED NON-MEDICAL LEAVE	
OCCURRENCE	ACTION
FIRST	VERBAL WARNING DOCUMENTED FOR THE RECORD
SECOND	WRITTEN WARNING
THIRD	1 DAY SUSPENSION
FOURTH	2 DAY SUSPENSION
FIFTH	TERMINATION OF EMPLOYMENT

Unscheduled Medical Leave One day of unscheduled leave for personal illness or injury; includes immediate dependent family members.

Unscheduled Extended Medical Leave Unscheduled Medical Leave for three or more consecutive days.

Unscheduled Non-Medical Leave Anytime an employee fails to report for duty and perform a scheduled shift for reasons other than the employee's personal illness or injury, or other than an FMLA covered event.

Leave Without Notice (LWN) Notification of unscheduled leave after guard mount has begun for the employee's shift is considered LWN. If an employee fails to report to work the hours assigned and does not provided notification, this is also considered LWN. One LWN counts as two Unscheduled Non-Medical Leave occurrences.

Early Departure If an on duty employee requests to leave due to illness before they have completed four hours of a shift, it will be considered as Unscheduled Medical Leave. This does not apply to line of duty incidents.

Reimbursement If an employee is required to reimburse for damaged, lost or destroyed items, the reimbursement amount will be determined based upon the item value, insurance deductibles, replacement cost and expenses caused by the item's absence and efforts to replace it.

I read and acknowledge the Centerra Progressive Disciplinary Policy.

Print First Name, Last Name: _____

Signature: _____ **Date:** _____