



## **Progressive Discipline Policy**

Aeronautical Systems Engineering (ASE) has a progressive discipline policy to identify and address employee and employment related discipline problems. This policy applies to any and all employee conduct that ASE, in its sole discretion, determines must be addressed by discipline.

Discipline will be administered in a progressive manner and used to ensure that the employee has the opportunity to correct his or her behavior and / or performance.

The Progressive Discipline Process includes the following events:

### ***Verbal Warning***

An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior. Verbal warnings shall be documented and placed in the employee's personnel file.

### ***1<sup>st</sup> Written Warning***

A 1<sup>st</sup> written warning is more serious than a verbal warning. A written warning will be given when an employee engages repeatedly in conduct that is against company policy or if a violation of policy is significantly out of line from expectations. Written warnings are maintained in an employee's personnel file. Corrective measures will be agreed to by employee and employer and documented in the written warning. The employee and employer will both sign the warning.

### ***2<sup>nd</sup> Written Warning***

A 2<sup>nd</sup> written warning will be given when an employee engages repeatedly in conduct that is against company policy and when the 1<sup>st</sup> written warning or corrective measures have not successfully corrected behavior and / or performance. A second attempt at corrective measures will be documented and signed off by employer and employee. Failure to successfully follow up on corrective measures in an agreed timeframe will be cause for suspension or termination.



### ***Termination***

An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that led to progressive discipline.

ASE reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

### ***Exceptions***

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of ASE after investigation and analysis of the total situation, past practice, and circumstances.