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Disciplinary Action Policy

Cutting Edge Renovation & Painting is committed to maintaining a workplace where employees understand expectations, receive fair feedback, and have an opportunity to correct performance, attendance, conduct, safety, or policy-related issues.

The purpose of this policy is to provide a consistent process for addressing employee concerns through coaching, documentation, corrective action, and, when necessary, termination of employment.

This policy is intended as a guide and does not create a contract of employment or guarantee any specific disciplinary step. The company reserves the right to determine the appropriate level of discipline based on the seriousness of the situation, the employee's work history, prior warnings, safety risk, customer impact, and business needs.

Progressive Discipline

- When appropriate, the company may use progressive discipline to help employees correct issues before they become more serious. Progressive discipline may include:
 - Verbal coaching or counseling
 - Written warning
 - Final written warning
 - Suspension or removal from job duties
 - Termination of employment
- The company may skip steps or move directly to a higher level of discipline depending on the severity of the issue.

Examples of Issues That May Lead to Discipline

- Employees may be subject to disciplinary action for issues including, but not limited to:
 - Poor work quality or repeated mistakes
 - Failure to follow instructions
 - Attendance problems, tardiness, or leaving early without approval
 - No-call/no-show
 - Unsafe work practices or failure to use required safety equipment
 - Failure to follow company policies or procedures
 - Inappropriate behavior toward coworkers, customers, vendors, or supervisors
 - Poor communication or failure to respond when required
 - Misuse of company vehicles, tools, equipment, phones, fuel cards, or materials
 - Failure to submit receipts, job notes, photos, or required documentation
 - Inaccurate timekeeping or failure to properly clock in/out
 - Damage to company property, customer property, or jobsite materials

- Unprofessional behavior on jobsites
- Violation of confidentiality, harassment, discrimination, retaliation, or workplace conduct policies

Serious Misconduct

- Some situations may result in immediate suspension or termination without prior warning. Examples include:
 - Fighting, threats, violence, or intimidation
 - Theft, fraud, or dishonesty
 - Falsifying time records, job records, receipts, or company documents
 - Working under the influence of drugs or alcohol
 - Harassment, discrimination, or retaliation
 - Serious safety violations
 - Abandoning a jobsite
 - Unauthorized use of company property, vehicles, equipment, or funds
 - Intentional damage to property
 - Possession of weapons on company property or jobsites, unless otherwise protected by applicable law
 - Any conduct that creates a serious risk to employees, customers, the public, or the company

Documentation

- Managers and supervisors are expected to document disciplinary conversations and corrective actions clearly and factually. Documentation should include:
 - Date of the incident or concern
 - Specific behavior or performance issue
 - Policy, procedure, or expectation involved
 - Prior discussions or warnings, if applicable
 - Employee's explanation or response
 - Required improvement
 - Timeline for improvement
 - Consequences if the issue continues
 - Signatures of the manager and employee
- An employee's signature confirms receipt of the disciplinary action. It does not necessarily mean the employee agrees with it. If an employee refuses to sign, the manager should note the refusal on the form.

Employee Response

- Employees may provide a written response to a disciplinary action. The response will be attached to the disciplinary form and kept with the employee's personnel records.

Non-Retaliation

- The company prohibits retaliation against any employee for reporting concerns, participating in an investigation, requesting protected leave, reporting an injury, raising wage concerns, making a good-faith complaint, or exercising any legal workplace rights.
- Disciplinary action must be based on legitimate business reasons such as conduct, attendance, safety, performance, or policy violations. It must not be based on protected activity.

Confidentiality

- Disciplinary matters should be handled as privately as practical. Managers should only share information with those who have a legitimate business need to know.

Personnel Records

- Disciplinary records will be maintained in the employee's personnel file according to company recordkeeping practices and applicable law.

