

Collins Land Services, Inc.

Corrective Action Policy and Process

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Company Violation Categories Defined

Performance:

- **Work Quality or Quantity:**
Failure to meet expected performance standards, including accuracy, timeliness, productivity targets, or completion of assigned tasks, as outlined in job responsibilities.
- **Safety:**
Failure to follow workplace safety protocols, procedures, or guidelines, potentially endangering oneself or others or compromising the safety of equipment or facilities.
- **Negligence:**
Careless or intentional disregard for company policies, procedures, or responsibilities, resulting in damage to property, disruption of operations, or harm to personnel.

Attendance:

- **Tardiness:**
Arriving late at work, meetings, or assigned duties beyond the scheduled start time without prior approval or a valid reason.
- **Unexcused Absence:**
Failing to report for a scheduled shift or duty without prior notice, valid reason, or proper approval, violating the company's attendance policy.

General Misconduct:

Inappropriate or unprofessional behavior that violates company policies or values, disrupts the workplace, or undermines team morale. This includes, but is not limited to:

- Insubordination
- Misuse of company property

Gross Misconduct

- **Illegal Drug or Alcohol Use at Work:**
Possessing, using, or being under the influence of illegal drugs or alcohol while on company premises or during work hours.

- **Theft:**
Stealing company property or the property of other employees, clients, or vendors.
- **Vandalization of Property:**
Deliberately damaging or destroying company property or the property of others.
- **Harassment:**
Engaging in unwanted or inappropriate behavior including, but not limited to, sexual harassment, harassing others based on race, color, religion, national origin, sex (includes pregnancy, childbirth, gender identity and sexual orientation), age, disability or genetic information.
- **Retaliation:**
 - Firing or demoting an employee after they have filed a complaint.
 - Harassing or isolating an employee for cooperating with an investigation.
 - Reducing pay, hours, or responsibilities in direct response to an employee exercising their rights.
 - Intentionally bypassing the Corrective Action process in order to terminate an employee.
 - Unreasonable workload increases or stripping of responsibilities designed to humiliate or overwhelm the employee.
 - Blocking promotions or opportunities because of whistleblowing or reporting violations.
 - Sudden pay cuts or demotions without cause, intended to pressure the employee to leave.
- **Fighting and/or Making Violent Threats:**
Participating in physical altercations, fighting, or making threats of violence towards colleagues, clients, or visitors.
- **Repeated Tardiness or Absences:**
Continuously arriving late or being absent from work without valid reason or prior authorization, demonstrating a pattern of unreliability.
- **No Call/No Show:**
Failing to report for a scheduled shift without notifying management.
- **Fraud:**
Engaging in dishonest activities, including falsifying documents, falsifying timekeeping records (stealing company time), or any other form of deceitful behavior intended to benefit oneself or harm the company.

CLS EMPLOYEE CORRECTIVE ACTION POLICY:

The intent of CLS's corrective action policy is to ensure transparency and an adequate understanding of our company's policies. It is our goal to provide an opportunity for the employee to modify his/her behavior or performance before it is necessary to implement punitive measures.

We offer multiple opportunities for coaching and retraining throughout the Corrective Action process and want to empower employees to ask questions when they don't understand a process, policy or their scope of work.

Supervisors are required to correct employees in a constructive manner when addressing unacceptable behavior or work performance, and all disciplinary actions will be documented and retained in the employee's permanent personnel file.

Once a corrective action is issued, the process will be managed by Human Resources. Any resulting action taken against the employee by the supervisor will be carried out on behalf of Executive Management, including Human Resources.

Employees will have an opportunity to respond, in writing, to any corrective actions taken against them within 5 business days of the issuance of the corrective action. This excludes instances of Gross Misconduct where the evidence of the violation is clear, and the employee has been terminated.

The first violation incurred will fall off the employee's record after 120 calendar days of no additional violations, and the employee will be moved a step back in the corrective action process.

We have provided a breakdown of all sides of the Corrective Action Process so that an employee will know where they stand each step of the way.



