

# UNITARIAN UNIVERSALIST SOCIETY OF GENEVA

## PROGRESSIVE DISCIPLINE POLICY

Approved by the Board of Directors on October 1, 2013

UUSG strives to provide a safe and pleasant workplace and expects all employees to observe UUSG's rules and policies and to respect their fellow employees and management.

If an employee engages in inappropriate conduct or exhibits unsatisfactory performance, the employee will be subject to corrective action. Corrective action may take the form of a warning (written or unwritten), an unpaid suspension from work, or immediate termination. An employee may also be placed on probation, during which specific conduct and/or performance expectations must be satisfied. UUSG will determine the appropriate level of corrective action in each situation depending upon all pertinent circumstances, including the severity of the offense, the employee's previous work record and length of service, disciplinary action taken in other comparable situations, and any mitigating or aggravating factors. Any misconduct or infraction of a UUSG policy may result in immediate termination; there is no requirement that an employee receive a warning or suspension before being terminated. Where action short of termination is deemed appropriate, corrective action is not intended to punish for punishment's sake, but rather to serve as a method to modify or change the behavior of an employee whose performance or conduct does not meet UUSG's standards.

While a complete list of all potential misconduct is not practical, violating any of the following rules will result in corrective action, up to and including immediate termination:

- Insubordination, or refusing to follow instructions of a supervisor or a directive of the Board of Directors.
- Theft of cash or property of UUSG, another employee, or any member of or visitor to the congregation.
- Violation of safety rules or failure to use safety devices as instructed.
- Abuse, damage, or destruction of UUSG property or equipment.
- Failing to immediately report a lost or misplaced key or duplicating or loaning a key without authorization.
- Possession of a firearm or weapon in your car or on your person on UUSG property.
- Falsifying any information or providing incomplete information to UUSG either verbally or on any UUSG record, report, employment application, benefit application, time report, or any other document.
- Fighting on UUSG property.
- Gambling on UUSG property.
- Dishonesty of any kind.
- Engaging in or attempting to commit any unlawful act on UUSG property; such matters will also be referred to criminal authorities where appropriate.
- Failure to report job-related injuries when they occur, no matter how slight, or falsely reporting or filing workers' compensation injury claims.

- Obscene or abusive language.
- Conducting personal business during working time.
- Horseplay, pranks, or other disruptive behavior.
- Poor work performance.
- Absenteeism or tardiness.
- Sleeping while on duty.
- Waste or personal use of UUSG supplies.
- Violation of UUSG policies regarding equal employment opportunity, or harassment or other inappropriate behavior.
- Failure to comply with any other UUSG policy or procedure.

Because it is not possible to develop a complete list of all improper conduct, UUSG also may discipline and/or terminate employees for acts not specifically listed above, where such acts are contrary to generally accepted standards of conduct or contrary to the best interests of UUSG, its members, or its employees.