An employee with a performance or behavior issue may be given a warning so that he or she has an opportunity to correct the problem. Because circumstances differ considerably, your manager may choose any of the corrective action options listed below. For example, if circumstances warrant, you may be terminated without prior warning and/or without using the corrective action process. Your manager may use any or all of the following corrective action options when a problem develops. For a period of three months, employees on written or final warnings are not eligible for employee-initiated transfers, salary increase, bonus awards or promotion. The supervisor may give a Verbal Warning and place related documentation in the employee’s file. If a Verbal Warning is not effective, or if circumstances justify proceeding directly to a Written Warning, the supervisor may give a Written Warning, which will be placed in the employee’s file. If prior warnings are not effective, or if circumstances justify proceeding directly to a Final Warning, the supervisor may give a Final Written Warning, which will be placed in the employee’s file. If prior warnings are not effective, or if circumstances justify proceeding directly to Termination, the employee may be terminated. All termination decisions are final.

Because an employee’s overall performance includes compliance with all hospital policies and procedures, supervisors should review and consider all prior warnings – both related and unrelated to the current issue – before making a final decision as to the appropriate level of corrective action to administer.

## Unacceptable Behavior

It is important for all of us to respect each other and to abide by certain standards of behavior at work. Following are some examples of behavior that is unacceptable and, depending on circumstances, can result in corrective action or immediate termination:

* Inhumane and cruel treatment of animals
* Failure or refusal to carry out job assignments.
  + Theft, unauthorized removal, possession, use, sale, transfer, or destruction of property belonging to Ingleside Animal Hospital, its clients, or other employees.
  + Falsification of records (e.g., job applications, time cards, medical records, or other Clinic documents).
  + Unauthorized possession, use or copying of any records that are the property of Ingleside Animal Hospital.
  + Unauthorized disclosure of privileged or confidential Clinic information.
  + Negligent, careless, or improper conduct leading to damage of employer-owned or client-owned property.
  + Breach of Trust or Dishonesty.
  + Insubordination or other disrespectful conduct.
  + Discrimination or harassment of co-workers.
  + Failure or refusal to follow the orders of the Hospital Administrator.
  + Gambling, conducting games of chance or possession of such devices on the premises during work hours.
  + Possession or being under the influence of alcohol or a controlled substance, other than legally prescribed medications, during work hours, or any other violation of the Alcohol and Drug-Free Workplace Policy.
  + Threatening or violent behavior, such as intimidation of or attempts to instill fear in others.
  + Behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or use of profanity, theft or sabotage of Clinic property, or a demonstrated pattern of refusal to follow policies and procedures.
  + Defacing Clinic property or effecting physical damage to the facilities.
  + Fighting with another employee or third party while on Clinic business.
  + Participation in a business that conflicts or competes with Clinic business.
  + Unauthorized possession of a firearm or other dangerous weapon on Clinic property.
  + Inefficient or substandard performance of an assigned duty or responsibility.
  + Unauthorized absence from workstation during scheduled work hours.
  + Unauthorized absence from the Clinic during scheduled work hours.
  + Excessive absenteeism or tardiness in reporting to work or returning from break or meal periods.
  + Failure to call the hospital administrator when you will be late or absent from work.
  + Unauthorized use of telephones, computers, mail systems, or other employer-owned equipment.
  + Failure to follow safety rules.
  + Sleeping on the job.
  + Refusal to adhere to departmental dress codes or to wear name badges.
  + Maintaining an accounts receivable balance without payment for 3 months.
  + Unauthorized posting or removal of notices from bulletin boards
  + Willful violation of any established policy or rule.
  + Gross negligence
  + Unauthorized access of Ingleside Animal Hospital

These examples are not all-inclusive, but are representative of serious conduct that can result in discipline up to and including termination. Each employee is encouraged to communicate any concerns with his/her supervisor. If any employee observes or becomes aware of such actions or behavior by an employee, client, consultant, visitor, or anyone else, they should notify the Hospital Administrator immediately.

Further, an employee should notify the Hospital Administrator if he/she is subject to any restraining order, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_