

Progressive Discipline Policy

Purpose

Tiger Paw's progressive discipline policy enforces a structured corrective action plan that prevents unacceptable employee behavior and performance issues. Our Progressive Discipline Policy at Tiger Paw outlines the steps taken when addressing employee misconduct. Our discipline policy ensures our employees are treated equally and respectfully. Our general company policy guidelines and expectations of properly employee conduct can be found in our employee handbook issues to all employee's, Tiger Paw's intranet, and posted in office. This policy is not proposing to change the employee-at-will connection between Tiger Paw and employees. These standards are not meant to limit the liberty of our employees, rather to protect Tiger Paw employees and our business practices.

Scope: This policy applies to all employees at Tiger Paw Incorporated.

Actions subject to Discipline

In the event that an employee of Tiger Paw violates company policy in such a way that he or she shows problematic behavior, our discipline procedures will be applied. Progressive Discipline can be issued on the following: tardiness, absenteeism, unsafe practices, poor quantity and/or quality of work, sexual harassment, coming to work impaired by alcohol or drugs, cyberslacking.

Procedures

All misconduct will be reviewed. Some components that will be considered include: if the offense occurs multiple times despite coaching or training, the employee's work record, and influence the misconduct had on the organization. Our policy consists of four steps that the company will follow if misconduct arises. Employees are given the opportunity to correct behavior unless the offense is one of a severe nature, in which case, this discipline policy can be accelerated to match the violation. Consequences increase with each step. The steps are as follows:

(1) Unofficial spoken warning: This verbal warning provides an opportunity for the manager to privately discuss an existing conduct issue with the employee. The goal of verbal warnings is to explain policies and expectations while also providing a clear understanding of what needs to be improved. The supervisor will also offer advice to resolve the issue with solutions including counseling and coaching. Within 5 business days, the manager will provide documentation of the verbal advice including: date and time of the incident, reason for verbal warning and next steps.

(2) Official written warning: If misconduct continues following a verbal warning, supervisors will issue a formal written warning. This letter is an official document of the misconduct and consequences. Written warnings will state the inappropriate conduct, company policies and expectations, the expected action plan, and state that further action will be taken if the employee is non-compliant. All written warnings will be documented within 5 business days.

(3) Additional written warning & threat of termination: If conduct does not improve or additional issues arise in a 3-month period,

management will issue the employee a final written warning with notice that behavior can result in termination. This formal warning will explain the events leading to this step and state the severity of this issue. The employee must understand the consequences of further misconduct and performance issues.

(4) Termination: Employees who violate our policies continuously by this stage will be terminated. This step will follow an official investigation by Human Resources (HR) make sure termination is just.

Tiger Paw will first conduct a formal disciplinary meeting with the employee, their supervisor and Human Resources. The employee in question will explain their side to HR. HR will conduct a thorough investigation providing evidence of misconduct, including previous documentation of infractions and witnesses. Human Resources will decide if behavior is unacceptable within 10 business days.

Tiger Paw will exercise the progressive nature of this policy. However, Tiger Paw has the right to combine phases depending on the incident. Management's recommendation for dismissal must be approved by HR and the division supervisor.

Documentation

The employee will be given all documentation regarding violations in the event of legal response. Documentation informs employees of the issue, restates the company policy in regard to the violation, reiterates the consequences with further violations, and provides correctional action. All instances of misconduct and poor performance will be documented promptly following an incident. The employee will be asked to sign all documentation which provides their understanding of the actions outlined. Copies of these documents will be stored in the employee's official personnel file.

Appeals

Employees have the opportunity to challenge information management used to issue disciplinary action if they feel they have been wrongfully accused. The purpose of this process is to show reasoning that unfair circumstances may have played a role in employee's conduct issues. If the employee does not exhibit information throughout any step in the progressive discipline process, he or she will have 5 business days after

each of those meetings to present such information. Appeals must contain details of the discipline, events surrounding discipline, and why they feel the discipline was not warranted. Human Resources shall review and respond to all written appeals within 2 weeks.