

ALLPROUSA

Media Production
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Disciplinary Policies

The disciplinary committee of ALL PRO USA has detailed the consequences for actions considered unacceptable in the workplace. In the interest of providing a healthy and productive workplace it is important that you take time to familiarize yourself with these rules and understand there are no exceptions when violations occur.

Types of behavior that would result in disciplinary action include, but are not limited to the following examples.

1. Violation of Safety Policy.
2. Violation of Drug/Alcohol Policy.
3. Missing a day of work without calling to provide an acceptable explanation.
4. Arriving for work late without calling in with an acceptable explanation
5. Substandard performance of assigned duties
6. Insubordination.

Keep in mind the seriousness of any of the above mentioned examples may result in immediate termination. For instances that are violations of a less serious nature the following three step process will be applied.

1. Warning that a repeated violation will result in time off without pay
2. Thirty day suspension without pay
3. Termination of employment