

ER -1: Employee Conduct and Performance

EMPLOYEE RELATIONS

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1. STATEMENT OF POLICY.

- a. It is our belief and policy that employees are to adhere to established policies, procedures, regulations, practices, rules and standards of job performance.
- b. It also is our belief and policy that supervisors have an obligation to train and coach each employee in an understanding of job requirements and to make every effort to define and modify behavior and to improve performance.
- c. In an effort to achieve this philosophy, we have adopted a positive approach to discipline. The policy and guidelines contained in the following policy and procedures are not intended to be a substitute for coaching and directing employees on a daily basis and are to be used only as circumstances warrant.