



## **Disciplinary Action Policy**

### **Purpose**

Our Disciplinary Action policy explains how Arks Harvest addresses our volunteers and directors' misconduct. Our Volunteers and Directors must be aware of the consequences of their actions. Arks Harvest will use this policy to outline our disciplinary procedure.

### **Scope**

This policy applies to all our volunteers and directors.

### **Policy**

All disciplinary action will be decided upon by the Board of Directors on a case-by-case basis to find a fair and just consequence which may include dismissal.

The stages that may be followed when discipline is deemed necessary include the following:

1. Verbal warning
2. Official written warning
3. Detraction of volunteer incentives
4. Final written warning
5. Termination

The nature of the offense must be explained to the volunteer and/or director from the beginning of the procedure. The verbal warning may take the form of a simple oral reprimand but also a full discussion if that is necessary.

The volunteer and/or director must read and sign the written reprimand and final written warning. These documents include the time limit in which a volunteer must correct their conduct before Arks Harvest takes further disciplinary action.



The following scenarios indicate where the disciplinary procedure starts depending on the violation:

**Misdemeanors/One-time minor offense.** Disciplinary procedure starts at stage 1. It includes but is not limited to:

- Rude behavior to customers, other volunteers, directors, suppliers, and/or partners
- Involuntary Discrimination.

**Misconduct/Frequent offender.** Disciplinary procedure starts at stage 4. It includes but is not limited to:

- Lost temper in front of customers, volunteers, directors, suppliers and/or partners
- On-the-job major mistakes.
- Unwillingness to follow health and safety standards.

**Severe offensive behavior/Felony.** Disciplinary procedure starts at stage 5. It includes but is not limited to:

- Corruption/ Bribery.
- Breach of volunteer agreement.
- Harassment/ Voluntary discrimination.
- Workplace Violence.
- Embezzlement/Fraud
- Substance abuse while representing Arks Harvest

Arks Harvest may choose to repeat stages of our disciplinary procedure as appropriate. This decision depends on the volunteer's reaction to our disciplinary procedure, whether they repent their behavior and the nature of their offense.

Our disciplinary procedure begins when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, Directors must investigate the matter first.



Directors should document every stage of our disciplinary procedure (except the verbal warning.) If appropriate, include necessary information like evidence, testimonies and volunteer improvement.

Arks Harvest is obliged to refrain from disciplinary actions that may constitute retaliatory behavior. A [no retaliation company policy](#) will be effective at all times to ensure there is no misuse of our disciplinary procedure.

Arks Harvest has the right to modify this policy or act in any other legal or reasonable way as each case demands. But, Arks Harvest will always enforce [discipline](#) in a fair and lawful manner.