


## 12 for Life Work Rule Discipline Policy

12 for Life is a cooperative education program between Southwire and partnering school systems. Work Rule discipline is required for the students to get the full benefit of the program, meet the expectations required for Southwire and to meet the product needs of the customer. Students are required to work within the work rule policies that Southwire has implemented as a condition of work.

Effective September 5, 2023, students will be held to the following work rule discipline process.

### Discipline Form:

 <b>Southwire'</b>		<b>12 For Life Student</b>	
<b>Progressive Discipline Form</b>			
<b>Team Member Information</b>			
Name:		Department:	
Team Member ID:		Date of Violation:	
Supervisor:		Date of Form Initiation:	
<b>Progressive Discipline Step</b>			
<input type="checkbox"/> Coaching Session		<input type="checkbox"/> 1st Written Warning (1 DAY OFF)	
<input type="checkbox"/> Final Written Warning (5 DAYS OFF)		<input type="checkbox"/> 2nd Written Warning (3 DAYS OFF)	
		<input type="checkbox"/> Termination	
<b>Work Rule Violation</b>			
<input type="checkbox"/> 1. Excessive Unexcused Absenteeism		<input type="checkbox"/> 2. Failure to be Properly Prepared for Work	
<input type="checkbox"/> 3. Leaving Assigned Work Area without Authorization		<input type="checkbox"/> 4. Failure to Produce a Reasonable Quantity and Acceptable Quality Work	
<input type="checkbox"/> 5. Failure to Follow Rules for Safety, Security and Job Performance		<input type="checkbox"/> 6. Failure to Meet Performance Expectations	
<input type="checkbox"/> 7. Failure to Carry Out Assignments and Instructions in a Cooperative Manner		<input type="checkbox"/> 8. Any Actions that Endanger Life, Limb, or Property	
<input type="checkbox"/> 9. Violation of any Company Policy		<input type="checkbox"/> 10. Violation of the Company's Standard of Business Ethics and Conduct Policy	
<input type="checkbox"/> 11. General Misconduct		<input type="checkbox"/> 12. Using Tobacco while on Company's Premises	
<b>Details</b>			
Description of Infraction:			
<b>Previous Active Disciplinary Action(s)</b>			
Work Rule # Violated:	Date:	Disciplinary Action:	
Work Rule # Violated:	Date:	Disciplinary Action:	
Work Rule # Violated:	Date:	Disciplinary Action:	
<b>Acknowledgement</b>			
By signing this form, you confirm that you understand the information in this warning, your future expectations, and the progressive discipline process.			
Team Member Acknowledgment: _____		Date: _____	
Team Member Denial: _____		Date: _____	
Supervisor: _____		Date: _____	
Manager: _____		Date: _____	
People & Culture: _____		Date: _____	

**Disciplinary Action**

Students will receive three (3) verbal coaching sessions before starting the progressive discipline process. Progressive discipline process is as follows:

Number of Days Off	Disciplinary Action
0	Written Coaching
1 days	1 <sup>st</sup> Written Warning
3 days	2 <sup>nd</sup> Written Warning
5 days	Final Written Warning
Separation of Employment	Termination

If a student receives a Final Warning and has another occurrence this will be subject to removal and termination from the 12 for Life program. The disciplinary action will stay on the students' record for one (1) full rolling calendar year. **(Example: If the student receives a final written warning on Jan 3, 2023, it will remain on the students' record until Jan 4, 2024.)**

Southwire and 12 for Life reserve the right to evaluate student discipline based on the individual student circumstances.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_