



## EMPLOYEE DISCIPLINARY POLICY

### Purpose:

RYSE is committed to upholding the highest standards of ethical conduct, which encompass honesty, integrity, respect, and professionalism. The purpose of this policy is to ensure a safe and productive workplace for all employees and to provide clear guidelines for addressing violations of company policies and procedures.

### Policy:

#### Write-ups:

a. Employees may be subject to disciplinary action, up to and including termination, for violating company policies and procedures.

b. The following types of behavior may result in a write-up:

Violation of company policies and procedures, including the Ethical Principles outlined in the Code of Conduct

Insubordination or failure to follow instructions

Tardiness or excessive absenteeism

Unsatisfactory job performance

Harassment or discrimination of any kind ( including gossiping or spreading of another's personal and private information)

Theft, fraud, or embezzlement

Substance abuse or being under the influence of drugs or alcohol while on duty

Workplace violence or threatening behavior

Damage to company property

c. A write-up will include the following information:

Date of the incident



Description of the violation

Consequence for the violation

Employee signature

Supervisor signature

Suspensions:

a. Employees may be suspended for a minimum of one shift and up to five shifts for repeated violations of company policies and procedures, including the Ethical Principles outlined in the Code of Conduct.

b. The following types of behavior may result in a suspension:

Receiving multiple ( more than one) write-ups for the same offense

Serious violation of company policies and procedures, including the Ethical Principles outlined in the Code of Conduct

Refusal to follow instructions

Tardiness or absenteeism without justification

Unsafe behavior that endangers the employee or others

Conduct that threatens the security or reputation of the company

c. Only Upper Management (Directors and Services Managers) will enforce suspensions in consultation with the team leaders. The length of the suspension will be determined by the severity of the violation and the number of prior write-ups or suspensions.

Termination:

a. Employees may be terminated for repeated violations of company policies and procedures, serious violations of company policies and procedures, or for other reasons such as unsatisfactory job performance or economic conditions.

b. The following types of behavior may result in termination:

Receiving multiple write-ups or suspensions



Falsification of company records or reports

Theft or embezzlement

Physical violence or threatening behavior towards employees or customers

Possession or use of illegal drugs or alcohol on company premises

Sexual harassment or any other form of harassment or discrimination, including the Ethical Principles outlined in the Code of Conduct

Gross insubordination or refusal to follow instructions

Damaging company property or equipment

Sharing of confidential information of youth or with youth about other staff or other youth

c. The decision to terminate an employee will be made by the management team after conducting a thorough investigation and providing the employee with an opportunity to respond.

d. Employees who are terminated will be escorted off the premises and will receive their final paycheck within the time period required by law.

Education and Training:

RYSE will provide education and training to ensure employees understand their obligations and responsibilities when it comes to ethical conduct, safe practices, and respectful behavior, as outlined in the Code of Conduct.

Corrective Action:

Employees who do not comply with the expectations set out in this policy and the Code of Conduct will be dealt with through corrective action, which may include write-ups, suspensions, or termination of employment.



Conclusion:

Employees are expected to adhere to company policies and procedures, as well as the Ethical Principles outlined in the Code of Conduct, at all times. Violations of these policies and procedures will be taken seriously and may result in disciplinary action up to and including termination. This policy is designed to ensure a safe and productive workplace for all employees and to provide clear guidelines for addressing violations.

RYSE is committed to maintaining a workplace environment that is free from discrimination, harassment, bullying, and other forms of inappropriate behavior. All employees are expected to conduct themselves in a manner that promotes mutual respect and professionalism.

In addition to this policy, RYSE reserves the right to take additional disciplinary action, up to and including legal action, for any employee who engages in illegal or criminal behavior while on the job or who behaves in a manner that is detrimental to the organization.

It is the responsibility of every employee to review and understand this policy, as well as the Code of Conduct, and to comply with all company policies and procedures. RYSE encourages employees to report any violations of this policy or the Code of Conduct to their supervisor or the HR department.