



ALERT NO.: SA 09-12

04/13/12

Fighting/HorsePlay

There have been several incidents involving GIS personnel that violates our Discipline Policy. Several are involving fighting and horseplaying while on GIS and Customers property. Below is a Reference to GIS’s Discipline Policy regarding fighting and horseplay.

Purpose:

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct.

The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our customers.

Reasonable rules concerning personal conduct of employees are necessary if the facility is to function safely and effectively. You will be kept informed of department rules and changes to those rules by your supervisor or department head.

GIS believes that you want to, and will, do a good job if you know what is required to perform your job properly. Your supervisor is responsible for ensuring that you know what is expected of you in your job, Further, it is company policy that employees are given ample opportunity to improve in their job performance.

Misconduct

GIS has a progressive discipline policy. The goal of GIS’s progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish employees.

The employee will be kept informed of GIS’s rules and the employee is expected to follow them.

Immediate Disciplinary Action

GIS believes that engaging in certain types of misconduct should subject an employee **to immediate suspension or discharge**, rather than allowing opportunity for correction of behavior through progressive discipline steps.

The following is a list of conduct for which immediate disciplinary action will be taken:

- Fighting/Horseplay while at work on GIS or customers’ property
- Violating GIS or customers’ drug and alcohol policies
- Theft
- Threats of violence

GIS has a **“ZERO TOLERANCE”** for fighting and horseplaying while on GIS or our Customer’s Property. Participating in these action can lead to Immediate Suspension or Discharge on the first Offense!

