**DISCIPLINE AND TERMINATION POLICY AND PROCESS**

**ORIENTATION PERIOD**

For all employees hired by Isaac’s Deli, Inc. the first 90 days/200 hours of employment are considered to be an orientation period. During this time, the employee will undergo training and orientation as directed by the employee’s supervisor. The employee’s supervisor will also monitor the employee’s performance during this time period.

During the first 90 days/200 hours of employment, the employee is encouraged and expected to ask questions concerning his or her job responsibilities, and to determine if he or she is satisfied with the position. If the employee’s job performance is found to be unsatisfactory by his or her supervisor at any time during the first 90 days/200 hours of employment, the employment may be terminated. Extensions to the orientation period may be approved by the General Manager.

All new employees will review a Personal Skills Checklist with their supervisor at the end of the orientation period.

**VIOLATIONS OF COMPANY POLICIES, RULES AND PROCEDURES**

Isaac’s Deli, Inc. has established policies and rules that we believe are fair, reasonable and critical to the successful operation of our business. Isaac’s Deli, Inc. expects you to know, understand and abide by these policies and rules. The primary responsibility for holding employees accountable for their actions and taking corrective disciplinary action when necessary lies with the managers, who have first-hand knowledge of their employees’ performance and behavior. Prompt, effective disciplinary action in response to policy or rules violations is imperative.

The following is a list of a number of (but not all) violations of Isaac’s Deli, Inc. policies and rules that constitute sufficient grounds for disciplinary action, ranging from a verbal warning to immediate termination **depending upon the seriousness of the offense**:

 Minor Infractions Include\*:

1. Tardiness
2. Failure to properly complete and file record of time worked
3. Leaving work before quitting time without supervisor’s approval
4. Misuse of Isaac’s Deli, Inc. telephone and/or computer system
5. Failure to follow procedures and/or rules in performance of job duties
6. Failing to report an accident at work in a timely manner

**\*This is NOT intended to be an exclusive list of all minor infractions**

 Major Infractions Include\*:

1. Unexcused absences
2. Habitual absenteeism (not covered under FMLA)
3. Insubordination (willful disobedience of authority)
4. Theft, fraud or any form of dishonesty
5. On the job while under the influence of alcohol or drugs
6. Willful damage to Isaac’s Deli, Inc. property or property of others
7. Fighting/Bullying
8. Sexual harassment
9. Unauthorized disclosure of confidential financial data or non-public proprietary information
10. Intentionally giving false or misleading information as a means of obtaining employment
11. Being insubordinate, threatening, intimidating, disrespectful or assaulting a supervisor, coworker, customer or vendor
12. Unlawfully instigating dissatisfaction among fellow employees
13. Neglect or refusal to perform assigned duties
14. Failure to report an accident on the job
15. Failure to follow safety policies, rules and procedures
16. Breach of confidentiality policy
17. Repetitive minor infractions

**\*This is NOT intended to be an exclusive list of major infractions**

**DISCIPLINE PROCEDURES**

When a violation or infraction occurs warranting disciplinary measures, a manager may begin disciplinary action in **ANY** of the steps outlined below **and** reserves the right to skip steps **depending on the seriousness of the offense.**

Verbal Warning - For minor infractions

Written Warning - For major infractions **or** if the employee fails to correct his/her shortcoming(s) after a previous verbal warning.

Probation – Generally, a probationary period will be given after a previous written warning, or at least documentation of a verbal warning. However, you may be placed

directly on probation without prior discipline based on the seriousness of the offense and the special circumstances surrounding the disciplinary problem.

Suspension (With or Without Pay) – In most cases, an employee will be placed on suspension following prior disciplinary action or while an incident or complaint is being investigated. However, you may be placed directly on suspension without prior discipline based on the seriousness of the offense, the circumstances surrounding the disciplinary problem and the need to investigate the situation before determining the proper level of discipline to issue.

Termination – In most cases, an employee will not be involuntarily terminated without prior disciplinary action. However, in lieu of the foregoing, your manager may terminate you immediately after the occurrence of an infraction without a verbal, written warning, probation, and/or suspension if the manager determines that the seriousness of the infraction warrants immediate termination. Exemptions to progressive discipline include, but are not limited to:

1. New hire introductory/probationary period as defined above.
2. Harassment
3. Insubordination
4. Theft
5. Violence

**TERMINATION OF EMPLOYMENT**

1. Voluntary Termination (Resignation)

 If you decide to discontinue your employment with Isaac’s Deli, Inc., you should provide the Company with at least two weeks’ notice (four weeks for supervisory positions) in writing. Upon receipt of your resignation, Isaac’s Deli, Inc. reserves the right to immediately terminate you rather than have you continue to work through the notice period (i.e. the day you submit your resignation through the date you designate as your last day).

If you voluntarily resign without providing the requisite notice, your accumulated PTO, if any, will be forfeited. If you fail to provide the requisite notice, it may affect your rehire eligibility with Isaac’s Deli, Inc. unless a written severance agreement provides otherwise, you may not use accumulated PTO during the requisite notice period or at the end of your employment for the purpose of extending your termination date.

2. Involuntary Termination

While you are an employee-at-will, Isaac’s Deli, Inc. attempts to avoid unwarranted discharges as much as practical and possible. However, Isaac’s Deli, Inc. reserves

the right to terminate your employment relationship for policy or rules violations, poor work performance, reduction in workforce, business restructuring, or any other reason that does not violate applicable laws. The effective date of termination is the last day you actually worked unless otherwise specified.

If you are involuntary terminated, your accumulated PTO, if any, is forfeited. However, Isaac’s Deli, Inc. may make exceptions in certain cases if the termination is the result of a downsizing, location closing, business restructuring, or similar circumstance. This will be determined on a case-by-case basis.