

Cornerstone Behavioral Healthcare

PM.18 Disciplinary Action

It is the responsibility of all employees to observe the policies and procedures necessary for the proper operation of Cornerstone Behavioral Healthcare (CBH). Supervisors are responsible for the proper and efficient operation of their departments and enforcing all policies and procedures, and are authorized to apply such disciplinary measures as may be necessary.

Disciplinary action will be imposed upon an employee for conduct that violates established policies and procedures. Disciplinary action can vary with the severity of the situation, but may include the following:

- **Discussion:** Corrective action will be suggested to the employee, and supervisor will keep notes regarding discussion
- **Verbal Warning:** Employee will be informed of lapses and documentation will be placed in personnel file
- **Improvement Plan:** Documentation of the action taken will be placed in the employee's personnel file with written expectations of improvement within a specified and documented timeframe
- **Suspension With or Without Pay:** The employee will be barred from work with or without pay, depending on the nature and severity of the offense, for up to three (3) workdays
- **Termination:** Discharge of employment

While most problems can be resolved through the corrective discipline process, some violations are clearly unacceptable and may require immediate termination. Examples of behaviors that may warrant immediate termination of employment include, but are not limited to:

- Unlawful possession, solicitation, trafficking or illegal use of alcohol, illegal drugs, or controlled substances on company premises or property; reporting to or attempting to work under the influence of alcohol or illegal drugs; allowing work to be affected from the effects of such drugs, alcohol, or controlled substances
- Violation of CBH's Equal Employment Opportunity Policy
- Deliberate verbal and/or physical abuse toward others
- Sexual harassment
- Negligence, omission to act, willful misconduct, or recklessness resulting in damage to company property, financial loss to CBH, or injury to others
- Pilferage or unlawful use of money, property, or time by an employee or through an accomplice and/or knowledge of such acts without notifying management
- Smoking or vaping in a non-designated area after having been previously disciplined for such action
- Possession of firearms or explosives of any kind on company property, including parking lots
- Fighting during the employee's work hour, on premises, including parking lot
- Violation of established safety practices, which put a client or employee at risk
- Failure to report an accident
- Any intentional act intended to deceive a client
- Any act intended to deceive or defraud CBH or DHHS
- Unauthorized use of company property (i.e., machines, desks, office supplies, company vehicles, books, etc.)
- Unauthorized use of petty cash, regardless of the reason

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- Repeated money-handling infractions, such as mishandling funds or not securing clients' financial resources (i.e., food stamps, petty cash, checks)
- Insubordination
- Any violation of client rights
- Violation of applicable code of ethics for employee's profession

Other behaviors, depending on the severity and continuance of the offense, will be subject to corrective disciplinary procedures up to and including termination. The following is a list of such behaviors, and is not meant to be all-inclusive:

- Excessive absenteeism, tardiness, or early departure, with or without acceptable excuses
- Leaving work during scheduled work time without authorization
- Going in to work without authorization when CBH is officially closed
- Taking excessive breaks
- Unauthorized use of company phones, internet, or other resources
- Malingering or loitering on the job or intentional neglect of work responsibilities
- Intentional interference with or rights of other employees
- Repeated unsatisfactory work performance
- Failure to follow CBH policies and procedures
- An unacceptable safety/accident record
- Rudeness to clients, contractors, or other employees
- Gambling during work hours
- Unprofessional conduct
- Repeated failure to complete paperwork and trainings within mandated time frames

Frank Willard

CEO

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Date