

GEORGIA CHAMBER OF COMMERCE

Corporate Policy

Corrective Action Policy

The Georgia Chamber of Commerce has adopted this policy to identify and address employee and employment related problems. This Corrective Action policy applies to any and all employee conduct that the President/CEO, at his sole discretion, determines must be addressed.

The purpose of a corrective action system is to change behavior and improve performance. No policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Georgia Chamber of Commerce takes a comprehensive approach and will attempt to consider all relevant factors before making decisions regarding corrective action. Most often, employee conduct that warrants such action results from unacceptable behavior, poor performance or violation of policies, practices or procedures.

The following steps are undertaken as the procedure for the corrective action policy.

- Early intervention.
- Formal warnings.
- Corrective action removal.
- File review encouragement.

Early Intervention

Early intervention is to emphasize what activity or behavior is unacceptable. The employee must recognize the problem and be a part of finding a solution.

The supervisor and the employee sit down in a one-on-one private conversation. The supervisor outlines what the unacceptable situation is in a non-threatening, factual manner.

The supervisor asks the employee what corrective action is to take place. Agreement is made on the plan to make adjustments and a date is set to review progress.

Formal Warnings

A formal corrective action system takes place when no change is effective on the activity or behavior issue.

1. A documented verbal warning is a formal notice that instances of inappropriate activity or behavior now become part of the personnel record. (Immediate termination is still an option under this system for offenses requiring it, such as theft, assault, etc.)
2. A formal written warning that illustrates the inappropriate activity or behavior becomes part of the personnel record.
3. Three written warnings in 18 months for whatever reason result in automatic termination, without exception. The reality of three written warnings in 18 months makes both the supervisor and the employee think seriously about their actions.
4. The final step in the corrective action system is termination. Termination can still occur on applicable first offenses.
5. At any time during this process should it be deemed necessary an action of immediate dismissal may occur.

Corrective Action Removal

After 18 months have passed from the last corrective action, the current and all other previous corrective actions are removed from the employees file. No law requires keeping corrective action forms in the employee file forever.

File Review

The Georgia Chamber of Commerce encourages employees to inspect their personnel file anytime between 9 AM and 4 PM, Monday through Friday.

It is understood that the Georgia Chamber of Commerce expressly reserves the right to change, modify or delete any policy provisions without notice.

James C Clark, Jr.

Date

President & CEO