



Dawson's Progressive Disciplinary Review

Objective

Provide a firm, fair and consistent procedure on progressive discipline for the three (3) major operational divisions: safety, maintenance and compliance to reduce the overall cost and liability through educational training and instructive retention.

Maintenance:

- Evaluate various Dawson programs including our yard inspection, road inspections, ten truck commandments and our random ribbon program. These programs are in place holding all employees accountable for the measures, successes, failures and follow-up with direction and resolution. Failure to keep company equipment will result in progressive disciplinary procedure and possible termination.

Safety:

- Assess all accidents, incidents, injuries and claims received. Once evaluation of each situation is completed, follow-up with employee after determining fault and cause of the incident. If the driver is retained, provide further education using *MasterDriver* DVD series, commentary ride along driver evaluation, and a newly implemented review of decision driving techniques provided by Liberty Mutual's transportation safety portal.

Compliance:

- All citations, log violations and DOT examinations are reported within 24 hours and reviewed within 7 days of the report. The drivers are applauded and paid for clean DOT inspections. Drivers are then evaluated on their efforts resulting in citations. If the driver is deemed negligent of their duties, they will then progress through the disciplinary steps. As citations and driver MVR recordable incidents occur it will be reviewed further to determine if their driving habits and record line up with the safety standards at Dawson Truck Lines, Inc.

DAWSON PROGRESSIVE DISCIPLINARY PROCEDURE

Progressive disciplinary procedures apply to each of the three (3) categories based on the individual event. Depending on the severity of the event one of the following disciplinary procedures is followed and elevated with each occurrence regardless of relevance to previous events. Documentation placed into their folder.

- **Verbal Warning**
- **Written Warning (6 Month Probationary Period)**
- **Suspension/Unpaid Time Off (12 Month Probationary Period)**
- **Termination**

