



Vehicle progressive discipline policy

It is our intention to have a work environment where all employees follow written and verbally communicated company vehicle-use policies. In the event that an employee willfully violates these policies due to performance, conduct or safety violations, the employee shall be subject to a progressive discipline program as outlined in this document. It is our hope that with initial counseling of company policy violations the improper behavior will cease. Violation of company policies can result in counseling, suspension of driving privileges or termination of employment. Each employee has read, signed and agreed to follow the written company Vehicle-Use Policy.

STEP 1: COUNSELING AND VERBAL WARNING

Within five days of the violation, the immediate supervisor will schedule a meeting with the employee to discuss the violation and determine the best corrective action. The violation and corrective action will be documented. Both parties will sign the document to be retained in the employee's employment file. Depending on the severity of the violation, management reserves the right to move to step 2 or 3.

STEP 2: WRITTEN WARNING/SUSPENSION FROM WORK/POSSIBLE TERMINATION

Step 2 involves progression from Step 1 or a more severe violation. The immediate supervisor and/or the human resources manager will meet with the employee to discuss and document the violation and corrective action. Both parties will sign the document to be retained in the employee's employment file.

STEP 3: SUSPENSION AND POSSIBLE TERMINATION

Step 3 involves progression from Step 2 or a more severe violation. The immediate supervisor and/or the human resources manager will meet with the employee to discuss and document the violation and determine the course of action.

FIRST OFFENSE:

Corrective Action: 1) documented employee counseling 2) possible suspension of driving privileges 3) possible suspension from work without pay 4) possible termination of employment:

- Any violation of the written company vehicle-use policy.
- Any circumstance that is considered by management to be in violation of the safe operation of the company-assigned vehicle.
- At-fault accident.
- At-fault damage to vehicle.

SECOND OFFENSE:

Corrective Action: 1) documented employee counseling 2) possible suspension of driving privileges 3) possible suspension from work without pay 4) possible termination of employment:

- Any violation of the written company vehicle-use policy.
- Any circumstance that is considered by management to be in violation of the safe operation of the company-assigned vehicle.
- At-fault accident.
- At-fault damage to vehicle.

THIRD OFFENSE:

Corrective Action: 1) possible suspension of driving privileges 2) possible suspension from work without pay 3) possible termination of employment:

- Any violation of the written company vehicle-use policy
- Any circumstance that is considered by management to be in violation of the safe operation of the company-assigned vehicle.
- At-fault accident.
- At-fault damage to vehicle.

This form, supplied by United Fire Group, merely provides minimum guidelines for you to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.



Vehicle progressive discipline policy

Date: _____

Employee Name: _____

Supervisor: _____

First Offense _____ Second Offense _____ Third Offense _____

DESCRIPTION OF VIOLATION:

ACTION TAKEN:

Counseling _____ Suspension _____ Termination _____

Notes: _____

Employee Signature

Supervisor Signature

**May not be available in all states. Speak with your UFG risk control representative for more information.*

This form, supplied by United Fire Group, merely provides minimum guidelines for you to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

UFG INSURANCE | 118 Second Avenue SE, Cedar Rapids, Iowa 52401 | ufginsurance.com | 800-332-7977