

VI. DISCIPLINARY POLICY: AVID ACCOUNTABILITY PROCEDURE

After your 90 day probationary period, Avid Bookshop reserves the right to use a system of warnings or progressive discipline when and if Avid Bookshop determines that it would be helpful and appropriate under the circumstances. Avid Bookshop may follow one or more of the steps discussed below if it chooses to do so. Employees understand that they do not have a right to receive a warning prior to termination in any case.

A. Disciplinary Procedures

Avid Bookshop may implement the following progressive disciplinary procedures in some circumstances:

Step 1:

If management notices an issue with your performance (such as a conflict with a co-worker, a consistent disregard for an Avid policy, or a noticeable negativity on the floor) your supervisor will send an message/email to you outlining the problem. It will look something like this:

Hi, _____. I've noticed you haven't filled out the checklist during your store shifts lately. Those checklists make sure we don't miss anything important when opening or closing the store! Please make sure to do these during your shifts from now on. Let me know if there's a particular reason you've avoided them, or if there's anything I can do to make it easier. Thank you!

Step 2:

If the problem persists we'll schedule a meeting with you, your supervisor, and the HR manager, Rachel Watkins. We'll be totally transparent about what the meeting is about. For example, we might send an email that looks like this:

Subject: *Meeting Request: Discussion regarding checklist usage*

Body: *Hi, _____. Would you be able to meet this Friday at 12:30 with Caleb and Rachel W.? We've noticed you haven't filled out the checklist during your shifts lately, and want to talk about how to avoid this in the future. Thank you!*

We'll meet with you to clearly explain what the problem is, and what we see as the solution. In this example, we would reiterate the importance of correcting the issue, and check again if there's something about the issue management can help with.

Step 3:

Should the problem persist beyond that, we'll schedule a meeting with you, your supervisor, the HR manager, and Janet. We'll send an email that looks like this:

Subject: *Meeting Request: Second discussion regarding checklist usage*

Body: *Hi, _____. Would you be able to meet this Thursday at 11:15 with Caleb, Rachel W., and Janet? The checklist issue we met with you about before still appears unresolved, and we'd like to revisit our discussion. Thank you!*

At this meeting, management will attempt to work with you to find a solution, and will most likely set a deadline for improvement on this specific issue, and schedule check-ins to keep everyone accountable for the change.

After that deadline termination is possible, but issues at this stage will be handled on a case-by-case basis.