

Disciplinary Policy

All FirstLight and related or affiliated Company employees are expected to adhere to the policies and procedures set forth in this section of the handbook, and all policies and procedures outlined in this handbook in general. Any violations of these policies or procedures, policies or procedures established within your department, or additional policies or procedures disseminated by the FirstLight will result in disciplinary action.

The severity of the disciplinary action should meet the level of the offense to ensure fair application. Disciplinary action should be administered discretely, and in a timely manner. Any disciplinary action will be documented and retained in your FirstLight personnel file.

When disciplining employees, supervisors should consider the severity of the offense, employee past performance and behavior, the impact of the offense, and all extenuating circumstances. The appropriate action should be taken. Options include verbal coaching, a written counseling statement, performance improvement plan, or termination of employment.