**[Farm Name]** believes that a farm management program must include a disciplinary policy as a measure to reduce the likelihood for incidents and illnesses.

All employees will be expected to comply with company rules and policies. This includes safe work procedures and safety and health rules. Employees who fail to comply will be subject to disciplinary action, up to and including termination of employment.

The following steps will be followed unless in the unlikely event that the seriousness of the violation would dictate going directly to Step 2 or 3.

* A first-time violation will be discussed orally between supervisor and the employee. This will be done as soon as possible after the event.
* A second-time offence will be followed up in written form and a copy of this written documentation will be kept on record.
* A third-time violation may result in time off or possible termination depending upon the seriousness of the violation

**Examples of behaviour/actions suitable for discipline include**:

* Failure to follow protocol
* Health and Safety violations
* Operating company equipment in a reckless manner
* Sexual Harassment
* Unexcused lateness or absences
* Working while impaired (may include prescriptions, over the counter drugs, legal or illegal substances. Also includes fatigue.)

**Stage 1: Verbal Warning
Stage 2: Written Warning
Stage 3: Suspension without pay or possible termination**

All employees are expected to obey company safety and health rules. Employees who fail to comply with policies, procedures or safety and health rules are subject to disciplinary action, up to and including termination of employment.

1. **I have made the following observation of your conduct:**
2. **In the future, I expect the following continuous standard of conduct:**
3. **These health and safety policies are important to our farm because:**
4. **The following are the consequences you are subject to if you fail to meet the required standards**

I have read and received a copy of this disciplinary statement. I have reviewed the statements herein and I understand that the original will be placed in my permanent file.

**Worker Signature: Employer Signature:**

**Date:**