Coaching (Pre-Step) Documented and submitted to HR. This ensures everyone is on the ‘same page’,

including HR.

The purpose of progressive discipline is always to develop and grow the employee as well as supporting the team and mission of Extraco.

Termination of Employment

All progressive discipline documents should be written in consultation with HR. HR needs to have final review before document is delivered. Additionally, after documents are signed they should be sent to HR.