

DISCIPLINARY PROCEDURE & TERMINATION POLICY

POLICY STATEMENT:

Logifix Freight Solutions believes that there must be certain policies and procedures in place for the efficient and successful operation of its business, as well as for the protection and fair treatment of all its employees.

All disciplinary action will be taken only for the purpose of correcting work-related performance and conduct. Termination of an employee will only occur when all means of discipline have been used or if the severity of the offense requires immediate termination of the employment of the employee.

It will be the policy of Logifix Freight Solutions to discipline any employee who violates any company rule or regulation or performs his or her work unsatisfactorily. Areas requiring discipline include but are not limited to:

Attendance

- Improper or unauthorised use of paid leave
- Excessive absenteeism
- Repeated late arrival at work or non-adherence to the roster
- Unauthorised absences

Conduct

- Willful violation of company policies and procedures
- Willful violation of company core values & behaviours
- Insubordination
- Conflict of interest
- Stealing
- Conviction of a crime
- Soliciting
- Discourteous treatment of customers or other fellow employees
- Violation of safety rules
- Sexual harassment and/or sex discrimination
- Any conduct of a discriminatory nature
- Failure to follow a lawful and reasonable direction from a manager

Performance

- Incompetence
- Failure to reach goals

- Negligence
- Working under the influence of drugs or alcohol
- Improperly using company equipment
- Inability to improve
- Failure to follow the lawful & reasonable direction of a supervisor or manager

Depending on the nature and circumstances of an event, discipline will normally be progressive and reflect the seriousness of the violation.

PROCEDURE:

1. Verbal Warning or Performance Improvement Plan

- a. The responsibility for verbally informing employees that they are not performing their job satisfactorily rests with their direct manager. Logifix Freight Solutions understands that discussing the problem can aid in correcting or improving undesirable performance or conduct.
- b. As a reminder that a verbal warning did occur, a notation will be written and retained as a working document for future reference. This document will be placed on the employee's personnel file.
- c. If the employee's performance or conduct improves and remains improved, the notation will not be required for future action.
- d. Instead of a verbal warning, Logifix Freight Solutions may choose to implement a Performance Improvement Plan (PIP) with the employee. This plan is designed to clearly state the areas of concern and the corrective actions or improvements required with appropriate timelines of expected improvements by the employee. Like a verbal warning, a PIP is considered the first step in a disciplinary process designed to inform the employee of the areas of concern and provide an opportunity for improvement.

2. Written (Formal) Warning

- a. If the employee's performance or conduct does not improve, a written formal warning will be provided. The problem will be discussed with the employee in a formal manner.
- b. The nature of the performance or conduct, reference to the former verbal discussion, the time and date of these discussions and their content will be raised with the employee. The employee may have a support person accompany them to this discussion (non-participative), and advance notice of the discussion will be provided.
- c. The employee will be encouraged to discuss a solution to the problem.
- d. The employee and their direct manager will establish actions to be taken in order to improve the situation and will establish a date by which the improved performance or conduct is expected.
- e. There will be a discussion on the consequences resulting from non-improvement or non-achievement of goals (e.g. further warning and/or termination of employment).

- f. The original warning will be placed in the employee's personnel file and a copy will be provided to the employee.

3. Termination

- a. Termination will result when all other means of discipline have been used or when the offense justifies such action.
- b. Employees whose conduct is severe enough to warrant immediate termination will be asked to leave the premises immediately.
- c. All worked hours and benefits due upon termination date will be calculated and will be available to the terminated employee in the next scheduled pay cycle, on the provision that all company property has been returned in good order.
- d. Employees terminated with a working notice period are expected to uphold the normal standards of work practice and behaviour. Failure to do so will result in immediate termination with no pay for notice available.
- e. Termination during the probation period may occur without prior warning.
- f. Employees wishing to terminate their employment during their probationary period are not required to provide a reason unless they wish to so.
- g. Employees terminating their own employment are required to give the required notice period in writing. Refer to the company's HR Representative for advice on your required notice period.
- h. The last paid working day is considered the last day of employment. All earned unused holiday pay will be calculated to that day and will be paid alongside any outstanding work hours to be paid, in the next scheduled pay cycle after the last day of employment.
- i. Accrued Personal Leave is not a form of remuneration and is not paid at the time of termination.

4. Reinstatement

Employees who leave their employment with Logifix Freight Solutions for any reason other than poor performance or inappropriate conduct are eligible to be considered for re-employment at Logifix Freight Solutions.

5. Separation Certificates

Terminated employees may request a Separation Certificate and this will be provided within three (3) days of receiving such request in writing (email or text message is acceptable).

6. Employment References

- a. Logifix Freight Solutions may choose to provide a verbal reference to any prospective employer on request from the employee. Only the employee's direct manager, the General Manager,



Managing Director or HR representative are permitted to provide a reference. Employees misrepresenting their role or entitlement to provide a reference will be subject to disciplinary action.

- b. Logifix Freight Solutions reserves the right to decline to provide a verbal reference to prospective employers, however, will provide conformation of employment term, role and key responsibilities if requested.