

Control No: HR 103

Policy Name: Corrective Actions Policy

Responsible Corporate Function/Business Segment: Human Resources

Effective: 1 October 2017

Coverage: Global--All employees, which term includes for purposes of this policy temporary employees and contract and subcontract workers

Policy Overview & Objective

The **Corrective Actions Policy (HR 103 - Global)** outlines the corrective actions to be followed when an employee has violated a Greif policy and/or demonstrates job performance issues.

The purpose of this policy is to outline the steps that may be taken when an employee has violated a Greif policy or demonstrated job performance issues. Nothing in this policy is intended to, or alters any at-will employment relationship with a Greif employee. Employees and Greif have the right to terminate the employment relationship at any time, with or without cause or notice, subject to applicable law and any applicable contract.

The Policy

When an employee has violated Greif policy and/or demonstrates job performance issues, Greif will administer corrective disciplinary action as appropriate.

The Procedure

The following steps are not required to be progressive and/or necessarily followed in the sequence listed.

- Step 1.** Informal verbal discussion and counseling to address the performance or behavior is conducted, which outlines the corrective action process that will follow should the employee not modify his/her performance or behavior. The supervisor will keep a dated, written record of the discussion(s).
- Step 2.** Formal verbal and/or written counseling will occur if the situation continues following the informal discussion(s) in Step 1. The supervisor/manager will keep a dated, written record of the counseling session(s) and place a copy in the employee's personnel file.
- Step 3.** Formal written counseling will occur if the situation continues following the Step 2 counseling. When appropriate, the employee may be placed on a Performance Improvement Plan (PIP). Human Resources will collaborate with management to develop the PIP and to ensure the employee understands the terms and conditions of the probation period, including the ramifications of failing to improve.

If the employee is placed on a PIP, the employee will be placed on probation for a determined period during which the performance or behavior must be corrected. The supervisor will keep a dated, written record of the counseling session(s) and the PIP. During the probationary period, and as outlined in the PIP, the supervisor and employee will meet periodically to review the terms and conditions as well as to encourage the employee to work towards correcting his/her performance or behavior. As appropriate, regular reviews will be conducted after a successful completion of the probationary period to determine sustained improvement and to review the employee's continued progress. The PIP and documentation summarizing the periodic reviews will be placed in the employee's personnel file.

Requests for transfer by employees who have been placed on a PIP will not be considered until successful completion of the PIP probationary period with sustained improvement can be demonstrated for a minimum period of twelve (12) months from the PIP completion date.

- Step 4.** Two outcomes may follow the probationary period. If the employee successfully meets the conditions outlined in the PIP and probation period, the supervisor documents the improvement(s) for the employee's personnel file and ends the probationary period. Continued and sustained performance improvement is required to avoid further corrective action, up to and including termination. If the employee fails to meet the conditions outlined in the PIP and probation period, the employee may receive further corrective action, up to and including termination of employment. Also, an employee who fails to show sufficient improvement during the probation period may be terminated before the end of the probation period.

Depending upon the nature and seriousness of the performance or behavior, Greif may omit one or more steps, or may proceed directly to termination of employment. Typically, the omission of steps would be considered for serious offenses (such as sexual harassment, workplace violence, or computer security systems violations), repeated disciplinary violations, or ongoing performance issues. Nothing in this policy or procedures alters any at-will relationship with a Greif employee. Employees and Greif have the right to terminate the employment relationship at any time, with or without cause or notice, subject to applicable law and any applicable contract.

Step 5. When an employee reaches the discharge state for performance or behavior related matters, the employee's supervisor, the next-level manager and the Human Resources Manager will conduct a review of the employee's entire work record. Together, they will determine the employee's employment status with Greif.

Questions

Questions regarding this procedure should be directed to your HR Representative.

References

n/a

Addendum

n/a