

Employee Enforcement Plan

Corrective Action Matrix - Smoking & Similar Offenses

SAMPLE

note: guidelines only; prior to any suspension or termination, Dept Directors should consult with their administrator and an HR rep

Nature of Offense	Guidelines for Security Officer or Manager Witnessing Activity	First Offense: Recommended Action by Supervisor or Dept Director	Second Offense: Recommended Action by Supervisor or Dept Director	Third Offense: Recommended Action by Supervisor or Dept Director
Smoking outside on property, but complies with request to stop	Politely ask smoker to cease/desist; Obtain smoker's name and report to supervisor	Written warning	1 day suspension	Termination
Smoking outside on property, refuses to comply with policy and/or refuses to show ID badge	Order smoker to cease/desist; Obtain smoker's name (if possible) and report to supervisor immediately;	1 day suspension	Termination	
Smoking OFF property, or in car ON property, or on lunch break, etc.	No interaction with smoker, but report to supervisor	Clarify any concerns re: leaving work station, breaks, clothing smelling of smoke, etc., etc.	Written warning, if it impacts work or workplace	1 day suspension (term for future offenses)
Smoking inside building	Order smoker to cease; Obtain smokers name and report to supervisor immediately	Immediate Termination		
Excessive absences from workplace during assigned shift (to smoke or for any other reason)	No interaction with smoker, but report to supervisor	Clarify any concerns re: leaving work station, breaks, concern with clothing smelling of smoke	Written warning	1 day suspension (term for future offenses)
Employee's clothing smells of smoke (or body odor, or strong perfume, etc.)	No interaction with smoker, but report to supervisor	Clarify expectations re: clothing or body odor	Written warning, if it impacts work or workplace	1 day suspension (term for future offenses)

Source: Columbus Children's Hospital & The Ohio Hospital Association