

Teri Gardner 8-17-2020

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



REQUEST FOR REVISION OF STANDARDS

Received 08/17/2020
By S. Patterson

L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

From: **Axiall Corporation, a Westlake Company**

(NAME OF PROGRAM STANDARDS)

Please update our Standards of Apprenticeship to reflect the following changes.
Additions shall be underlined.
Deletions shall be ~~struck through~~.
See attached.

Authorized signatures

(chr.) *Mackenzi Wilcox*

(sec.)

Approved by:

Washington State Apprenticeship & Training Council

Secretary of WSATC:

date: **8/17/2020**

date:

attach additional sheets if necessary

Axiall Corporation, a Westlake Company

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

~~Axiall Corporate Corporation~~, a Westlake Company will follow the Longview, WA CBA disciplinary procedures, as follows:

ARTICLE 17

STEPS OF PROGRESSIVE DISCIPLINE

Section A

Discipline shall only be issued for just cause. In cases of written warning or higher, discipline shall be administered within ten (10) business days (or mutually agreed upon extension) of the event or completion of Company's investigation, whichever is later, and the employee will have the right to have union representation if requested. The intent of progressive discipline, when administered by the Company, is to give adequate notice to any employee whose actions are improper or inadequate so that the employee may improve his or her performance to acceptable standards.

Example steps of progressive discipline are:

1. Counseling
2. Documented Verbal Warning
3. Written Warning
4. Three (3) Day Suspension Without Pay
5. Discharge

The disciplinary action received by any employee is based upon just cause, the circumstances surrounding the incident, and the severity of the violation. The Company reserves the right to skip steps in the disciplinary process, including when egregious or unlawful acts (including but not limited to theft, harassment, workplace violence, insubordination, possession of weapons, etc.) are committed or Life Critical Rules are violated. Life Critical Rules shall be posted conspicuously in the plant.

Except in the case of discipline of probationary employees, all cases of discipline shall be subject to the provisions of Article 13. The company will consider null and void any discipline record older than one (1) year and not associated with a newer record. Null and void records will be removed from the employees file upon request and cannot be used in arbitration.