



*In case of absence or tardiness call:
(317) 585-6813*

APPENDIX D

Indianapolis
Drivers and Warehouse

UNIFORM RULES

AND

REGULATIONS

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1. ACCIDENTS

- (a) Accident other than Major*

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

(*A driver must still drive 12 months accident free regardless of any bid change.)

- (b) Major Accident – Driver, through his/her gross negligence, causes or contributes to a serious accident

First Offense	Subject to Discharge
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- (c) Failure to complete Company injury, accident or incident report for all injuries, accidents, incidents or damage to Company or third-party property within twenty-four (24) hours to an authorized Company representative (salaried supervisor or manager)

First Offense	Subject to Discharge
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- (d) Failure to report to management any spills resulting in possible environmental damage, pollution or resulting in safety hazard within one (1) hour.

First Offense	Three-day Layoff
Second Offense	Subject to Discharge

2. EQUIPMENT

- (a) Failure to check fuel equipment prior to departure when charged to do so.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (b) Failure to complete a pre-use inspection on all powered industrial trucks (i.e.. forklift, pallet jack, cherry picker) prior to use

First Offense	Written Warning
Second Offense	One-day Warning
Third Offense	Three-day Layoff
Fourth Offense	Five-day Layoff
Fifth Offense	Subject to Discharge

- (c) Failure to report mechanically defective or physically damaged equipment (including **Omnitracs**) on the Vehicle Inspection Report by the end of shift which includes the reporting of tampered or defective of equipment.

First Offense	Documented verbal warning
Second Offense	Written Warning
Third Offense	Three-day Layoff
Fourth Offense	Subject to Discharge

- (d) Failure to use equipment as assigned at dispatch without management approval

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (e) Unauthorized use of equipment

First Offense	Subject to Discharge
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- (f) Failure to sign out (if required) or return Company provided tools and/or equipment to its designated storage area properly

First Offense	Written Warning
Second Offense	One-day Warning
Third Offense	Three-day Layoff
Fourth Offense	Subject to Discharge

- (g) Failure to protect/secure load and/or equipment resulting in a loss including failure to monitor refrigerated or freezer temperature and/or refrigeration settings to protect load.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (h) Careless handling of company product or equipment resulting in excessive loss or damage

First Offense	One-day Layoff
Second Offense	Three-day layoff
Third Offense	Subject to Discharge

- (i) Careless handling of company product or equipment other than motor vehicle resulting in US Foods or third-party damage in a value less than \$10,000.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (j) Willful tampering with or damage to equipment or Company property or products including disposing of products/equipment without permission of supervisor on duty.

First Offense	Subject to Discharge
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- (k) Failure to respond to Omnitracs message within 30 minutes without a valid reason.

First Offense	Documented Verbal Warning
Second Offense	Written Warning
Third Offense	One-day Layoff
Fourth Offense	Three-day Layoff
Fifth Offense	Subject to Discharge

- (l) Failure to pick-up pallets, milk crates, approved product returns, refusals or any other assigned exchange products from customer.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

3. CONDUCT

- (a) Theft or dishonesty of any kind including stealing time, falsifying Warehouse Management System (WMS) data or any intentional acts that cause a monetary loss to the company. This includes consuming any part of the company's products without consent of a member of management or removal of any Company property from the premises. This also includes deliberate destruction or removal of another employee's property. The Company reserves the right to inspect all personal items and packages taken in or out.

First Offense	Subject to Discharge
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- (b) Employees must be in their assigned work area and ready for work at the scheduled start time including rest periods. The only exception is with a valid reason.

First Offense	Documented Verbal Warning
Second Offense	Written Warning
Third Offense	Three-day Layoff
Fourth Offense	Subject to Discharge

- (c) Disobeying a reasonable direct order from any member of management.

First Offense	Subject to Discharge
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- (d) Failure to follow company procedures regarding freight, picking, receiving, unloading, put-a-way, or replenishment.

First Offense	Documented Verbal Warning
Second Offense	Written Warning
Third Offense	One-day Layoff
Fourth Offense	Three-day Layoff

Fifth Offense	Subject to Discharge
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- (e) Failure to follow company procedures regarding loading

First Offense	Written Warning
Second Offense	One-Day Layoff
Third Offense	Three-Day Layoff
Fourth Offense	Subject to Discharge

- (f) Discourtesy to customers, supervisors, contractors and vendors. A signed letter from a customer or a witness interview by management and union representative will constitute "proof". The union representative and management must interview the customer together.

First Offense	Subject to Discharge
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- (g) Failure to comply with Company health, safety, or fire regulations.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

** All disciplines will remain active for a rolling 24-month period **

- (h) Any violation of US Foods policies including:

- Prohibition Against Discrimination, Harassment, and Retaliation.
- Workplace Violence Prevention
- Drug and Alcohol-Free Workplace

First Offense	Subject to Discharge
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- (i) Excessive and/or unauthorized break(s) and/or lunch period.

First Offense	One-day Layoff
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (j) Carrying of firearms or other unlawful concealed weapons on Employer's property in violation of state law, in Employer's equipment or inside of the Employer's facility, or at any time while on duty for the Company.

First Offense	Subject to Discharge
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- (k) Tobacco and e-cigarettes use in non-authorized areas including company equipment

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (l) Failure to clean assigned work area or inside of truck cab and/or not disposing of trash, refuse or rubbish in waste container.

First Offense	Written Warning
Second Offense	One-day Layoff
Third Offense	Three-day Layoff
Fourth Offense	Subject to Discharge

- (m) Horseplay on Company premises will not be permitted at any time.

First Offense	Three-day Layoff
Second Offense	Subject to Discharge

- (n) Posting, altering, or removing notices/signs or writing on any form on bulletin boards or Company property at any time without specific authorization from management.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (o) Failure of drivers to report to work in full uniform or to be well groomed or maintain a professional appearance and good personal hygiene.

First Offense	Documented Verbal Warning
First Offense	Written Warning
Second Offense	One-day Layoff
Third Offense	Subject to Discharge

- (p) Failure to wear Company required safety boots/shoes or company provided high visibility clothing when working or present in a work location, i.e., warehouse, floor, truck lot, depot yard.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (q) Failure to wear a seatbelt as required by Company Policy, State and/or Federal Laws. The seatbelt requirement shall not apply when the vehicle is being operated in reverse (back and forth count as operating in reverse), including while operating in reverse in the yard.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (r) Cell phone usage while operating a motor vehicle except hands-free use.

- a. Wearing a headphone or earbuds (including Bluetooth devices) in both ears when the vehicle is in gear. When permitted by State and/or Federal law, employees may use a hands-free (including Bluetooth) single earpiece device while the vehicle is in gear or motion, except: when backing up, approaching a stationary emergency vehicle displaying flashing lights, in a school zone when children are present, in a construction zone; in adverse weather conditions; or when other hazards are present.

In such circumstances, employees are not required to remove the device; they just cannot use the device. Prohibited use of a hands-free device does NOT include briefly glancing at a properly-mounted device being used for driving directions.”

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

(s) Cell phone usage of any kind on warehouse floor (including the wearing of Bluetooth devices).

First Offense	Written Warning
Second Offense	One-day Layoff
Third Offense	Three-day Layoff
Fourth Offense	Subject to Discharge

- (t) Receiving a traffic violation or citation (excluding equipment issues not readily visible in a pre-trip inspection such as brakes out of spec).

First Offense	Written Warning
Second Offense	One-day Layoff
Third Offense	Three-day Layoff
Three Offense	Subject to Discharge

- (u) Failure to participate in daily pre-shift warm-up routines

First Offense	Written Warning
Second Offense	Three-Day Layoff
Third Offense	Subject to Discharge

4. REPORTS

- (a) Failure to complete and submit operations reports including, but not limited to logs, trip sheets; failure to operate **Omnitracs** and download information.

First Offense	Documented Verbal Warning
First Offense	Written Warning
Second Offense	One-day Layoff
Third Offense	Subject to Discharge

- (b) Clocking another employee in/out of time keeper or Omnitrac

First Offense	Subject to Discharge
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- (c) Failure to turn in any traffic ticket or a conviction in a company vehicle of 3 points or less according to the local state's point system.

First Offense	Written Warning
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Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (d) Failure to turn in any traffic ticket or a conviction in a company vehicle of 4 points or more according to the local state's point system.

First Offense	Subject to Discharge
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- (e) Filing of false reports including but not limited to workers compensation claims, FMLA applications, doctor's notes, timesheets or any other Company documents upon completion of investigation.

First Offense	Subject to Discharge
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- (f) Failure to maintain an 85% scan rate over the course of a week and without notifying supervision of an issue that will produce an insufficient rate the same day the issue occurred. (Management will post scan rates weekly)

First Offense	Documented verbal warning
Second Offense	Written Warning
Third Offense	One-day Layoff
Four Offense	Three-day Layoff
Subsequent Offensives	Three-day Layoff

- (g) Failure to turn in doctor's notes and excuses within five (5) working days of returning to work.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

5. SCHEDULES

- (a) Failure to complete any part of workday in reasonable time without a satisfactory explanation. Failure to notify supervisor if there is a foreseeable delay of over thirty (30) minutes.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (b) Failure to follow routing as designated without supervisor approval.

First Offense	Written Warning
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (c) Violation of DOT working hours rules.

First Offense	Written Warning
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Second Offense	Final Written Warning
Third Offense	Discharge of Employment

*All Hours of Service violations will be considered for a rolling twelve (12) month period.

- (d) Failure to check and confirm load/route at dispatch resulting in pulling wrong load or going to the wrong destination.

First Offense	One-day Layoff
Second Offense	Three-day Layoff
Third Offense	Subject to Discharge

- (e) Failure to comply with company methods or procedures as it relates to the US Foods Methods and Procedures.

First Offense	Documented Verbal Warning
Second Offense	Written Warning
Third Offense	Three-day Layoff
Fourth Offense	Subject to Discharge

- (f) Unauthorized carrying of passengers

First Offense	Subject to Discharge
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- (g) Refusal or abandonment of job assignment.

First Offense	Subject to Discharge
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- (h) Unnecessary delay of route caused by willfulness or negligence.

First Offense	Written Warning
Second Offense	Three-day Layoff
Subsequent Offenses	Three-day Layoff

- (i) Failure to re-secure customer's property.

First Offense	Written Warning
Second Offense	Three-day Layoff
Sequent Offensives	Three-day Layoff

6. ATTENDANCE

Regular attendance by every employee is essential to our ability to service our customers with consistency. The purpose of attendance discipline is to provide a consistent method of correcting the behavior of those employees who are frequently absent from work.

Definitions

ABSENTEEISM - The failure of an employee to report for work and complete his/her shift.

The following will be considered exceptions to the above definitions of absenteeism.

1. Paid absences (holiday, vacations, and paid annual (not banked) sick days)
2. Lost time due to industrial injury
3. Jury duty and subpoenaed court appearances, (not including traffic citations)
4. Funeral leave as defined in the current local CBA
5. Approved leaves of absence

Attendance Point System

Each day of absence will constitute one (1) point.. A maximum of five (5) points will be permitted in a rolling nine (9) month period.

Any absence three (3) days or longer will require a doctor's release before an employee will be permitted to return to work.

Any absence supported by a **doctor's release and called into Sedgwick** will be counted as one (1) point.

Attendance Discipline

(a) Absent for three (3) consecutive scheduled work days without notification will be considered a Voluntary Quit

(b) Failure to notify a supervisor or manager of an absence via the call off line with at least one (1) hours' notice before the employee's scheduled start time

First Offense	Documented Verbal Warning
Second Occurrence	Written Warning
Third Occurrence	One-day Layoff
Fourth Occurrence	Subject to Discharge

(c) Failure to report to work at an employee's scheduled start time will be considered a tardy.

First Tardy	Documented verbal warning
Second Tardy	Written Warning
Third Tardy	One-day Layoff
Four Tardy	One-day Layoff
Fifth Tardy	Subject to Discharge

*Tardiness more than two (2) hours the employee will not be permitted to work and will be considered an absence as defined above in accordance with the Attendance Point System.

All tardy violations will be considered for a rolling nine (9) month period.

(d) Absence from work for other employment and/or self-employment

First Offense	Subject to Discharge
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(e) Absenteeism Disciplinary Action

1 st Point	Documented Verbal Warning
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2 nd Point	Written Warning
3 rd Point	Second Written Warning
4 th Point	1-Day Layoff
5 th Point	Discharge

Any non-probationary employee who accumulates five (5) attendance points and is therefore due to be terminated under the attendance policy will be entitled to one (1) last chance agreement (“LCA”) during the term of the Agreement. The LCA will be nine (9) months in duration, with the duration extended by any period(s) of an approved leave of absence. During the term of the LCA, the employee’s attendance tracking will freeze. If the employee successfully completes the LCA, the employee’s attendance tracking will become active again, and any points that are nine (9) or more months old will be removed.”

7. MISCELLANEOUS

- (a) Penalty for three (3) minor offenses (excluding attendance) in a 60-day period (see note #1)

Subject to Three-day Layoff

- (b) Penalty for three (3) major offenses under multiple work rules in a nine (9) month period (see note #2)

Subject to Discharge

Note 1: A minor offense is defined as one for which the initial disciplinary penalty is a written warning.

Note 2: A major offense is defined as one for which the initial disciplinary penalty is time off.

Each minor offense against any employee's record that is over nine (9) months old shall be forgiven.

Each major offense against any employee's record that is over nine (9) months old shall be forgiven.

This is the basic list of the Rules and Regulations but is not totally inclusive of all rules and regulations. When not in conflict with the terms of the CBA the expectations and behaviors described in the US Foods Employee Handbook shall apply.



EMPLOYEE ACKNOWLEDGMENT (May 4, 2021 Revision)

I, _____, hereby certify that I have received the
(Print Employee's Name)
US Foods Rules and Regulations and "call in" instructions for Warehouse and Driver Associates.

Employee Signature

Date

Witness Signature

Date