

Bethany Life Communities	Effective Date: 5-1-2007	Date Revised:
<i>Suspension</i>	Page 1 of 1	

Policy Statement

Suspension of team members is necessary as a discipline process with the intention of bringing the team member back into compliance with Bethany Life Communities' policies and/or to give time for a thorough investigation of event(s).

Policy Implementation and Interpretation

- ✓ Team members may be suspended if warnings (verbal and written) have not been heeded and/or insufficient workplace behavior changes have taken place. The suspension is part of the disciplinary process.
- ✓ At the conclusion of a disciplinary suspension, the team member will be permitted to return to their employment after a warning has been issued about future expectations with respect to no repeated violation(s).
- ✓ Team members may be suspended while an investigation is underway regarding possible violations of Bethany Life Communities' policy and/or federal/state regulations.
- ✓ The outcome of investigations may be:
 - The team member is found to have not violated a policy and is permitted to return to their employment,
 - The team member is found to have violated a policy and is permitted to return to their employment after a warning has been issued about future expectations with respect to no repeated violations,
 - The team member is found to have violated a policy and the violation was serious and/or had serious outcomes, in which case Bethany Life Communities will terminate the team member's employment, or
 - The team member is suspected of violating a state or federal regulation requiring that the matter be reported to and investigated by the state or federal regulatory agency. The agency will then make the determination as to whether the team member is permitted to return to employment or not.
- ✓ The team member suspended will be informed of the investigation outcome if that is what prompted the suspension.
- ✓ **Suspensions are not paid.**