##### Corrective Action Process

It is the policy of DAVIS MAIL SERVICES, INC. that a corrective action program be utilized for violations of company policies, Federal, State, and local laws and regulations. DAVIS MAIL SERVICES, INC.’s goal is to work with each driver to address and prevent violations from reoccurrence. **As determined by DMS management, the corrective action steps may apply to single or repeated violations or a combination of different violations. Additionally, drivers may receive corrective action coaching and may be required to complete driver remediation training.** The following are corrective actions that will be taken because of Violations and Disqualifying Violations:

##### Violations

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| **First Offense** | Documented Verbal Warning or Coaching as determined by management |
| **Second Offense** | Documented Written Warning or 3-day ineligible for dispatch or probation as determined by management |
| **Third Offense** | 3-day ineligible for dispatch or probation or termination as determined by management |
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**Serious and/or Disqualifying Violations (Refer to the FMCSR: §383.51) This regulation supersedes Davis Mail Services’ corrective action process.**

###### Serious violations that may accelerate corrective action steps include:

1. Failure to maintain or procure a Post Office Badge
2. Unsafe Operation of CMV
3. High or Critical Motive Severity Level events
4. Violation of Substance Abuse policy §383.51
5. Possession of Controlled Substance or Alcohol in CMV
6. Acute Violation of FMCSR
7. Unauthorized passenger
8. Dishonesty, theft, falsifying company documents, including timesheet app
9. Unauthorized use of company credit card
10. Failure to follow direct orders from management or USPS Officials
11. Tampering with truck to increase speed or disable GPS or obstruct cameras.
12. ~~Failure to check vehicle fluids: water, oil, coolant, etc. – for each vehicle driven~~.

Major repairs to vehicles needed due to neglect of proper care and maintenance by driver

1. Failure to follow company schedules and driving out of route
2. Late for work, No Show, No Call
3. Fighting with co-workers or Postal Employees
4. Destruction of company property and/or terminal facilities
5. Unauthorized use of company property
6. Failure to immediately report to your manager any: crash, property damage, traffic violation or DVER, or if any of these events have alleged to have occurred.
7. Under the influence or possession of controlled substance or alcohol
8. Use of phone while driving without a hands-free device
9. Unsatisfactory work performance reflected by receiving multiple Disciplinary Actions, as outlined in the Driver Corrective Action Policy.
10. Leaving the scene of an accident without management or Safety Department approval.
11. Unprofessional extreme argumentative behavior and/or abusive language, verbal or written towards others.
12. Other Offenses as deemed by the DMS Management

**Management reserves the right to terminate a driver at any time due to unsafe operations or non-compliance of Company policies, Federal, State, and Local traffic laws, and Regulations. Drivers who receive any of these serious violations may be subject to immediate termination.**

**Moving Violations**

1. In accordance with FMCSR **§**383.31(b), all drivers who receive a Violation or Citation (regardless of offense or vehicle driven, ***company or personal***) must call their Area Manager at the time of occurrence (if during office hours) or within 24 hours of occurrence (if occurred after office hours) to report the violation. The violation will then be recorded and maintained in the Drivers ~~DQ~~ file. This regulation must be followed even if the violation is under appeal.
2. All violations reports/forms (i.e., traffic citations, DVER’s, police accident reports) are to be sent to your Safety Department within 24 hours of the offense at safety@davismail.biz
3. Drivers who are found to have received violations which were (1) not reported to Safety/Compliance and/or (2) Safety/Compliance did not receive the violation in the Safety Department within 24 hours of the date of occurrence will be subject to corrective action and/or immediate termination.

**Safety/Compliance Training Events**

Safety/Compliance is the #1 priority for Davis Mail Services, Inc., therefore, we will provide mandatory training events throughout the year. These may include in-person events, online events (i.e. zoom, Microsoft teams), video events, quizzes, emails, texts, one on one events or other means or channels of training communication. Every driver is required to attend or complete these trainings as a term of employment with our company. Prior approval from management is required if a training cannot be attended or completed at the specified time and due date. Failure to comply with company mandatory safety/compliance events will result in corrective disciplinary action.