

HINDU SOCIETY OF GREATER CINCINNATI (“HSGC”) Progressive Disciplinary Policy

This Progressive Disciplinary Policy is attached to, and forms part of, the Employment Agreement by and between the HINDU SOCIETY OF GREATER CINCINNATI, INC., an Ohio non-profit corporation (“HSGC”), and every Temple Priest employed by HSGC at the Hindu temple located in Clermont County, Ohio at 720 Barg Salt Run Rd., Cincinnati, Ohio 45244 (“Temple”), effective upon commencement of employment.

To the extent that any of the terms and conditions contained in this policy may contradict or conflict with any of the terms or conditions of the attached Employment Agreement, it is expressly understood and agreed that the terms of this policy shall take precedence and supersede the terms and conditions of the attached Employment Agreement.

Unless otherwise addressed herein, the Employment Agreement, including, but not limited to, all terms, covenants, and conditions contained in the Employment Agreement, will remain in full force and effect.

Progressive Disciplinary Policy

It is HSGC’s expectation that every Temple Priest performs his responsibilities to the best of his abilities and in accordance with existing policies and procedures. Any team member that does not comply with the rules, policies, procedures, or cannot satisfactorily perform his/her job will be subject to disciplinary action.

Corrective disciplinary measures are designed to address and correct existing violations. Serious or continued offenses to the rules, policies and/or procedures will result in disciplinary action up to and including termination of employment.

Depending upon the severity of the violation, disciplinary action will be initiated by HSGC Executive Council via the appointed Priest Management Committee Chairperson, may include the following:

- **Verbal Warning:** verbal warning regarding noncompliance with rules, policy and/or procedures and a written record of the discussion is placed in the Temple Priest’s file for future reference.
- **Written Warnings:** Write-ups are used for noncompliance with rules, policies and/or procedures considered serious, or when a verbal reprimand has already been used to discuss a particular issue.
- The progression of the written warnings are as follows:
 - **First Written Warning**
 - **Second Written Warning**
 - **Final Written Warning**

With each written warning, the disciplinary action may include, but is not limited to, suspension with/without pay, disqualification from bonus, loss of eligibility to conduct certain rituals and outside Pujas, or termination.

Although the progressive nature of written warnings is a first written, a second written then a final written warning, the severity of an action or behavior can escalate the level of a warning or result in a termination.

HSGC will review the warning with the Temple Priest and allow the Temple Priest the opportunity to discuss the issues raised in the warning. The Temple Priest will be asked to sign the warning as acknowledging receipt of the document and the document will then be placed in the Temple Priest's personnel file.