



Dominion Residence of Maryland, Inc.
 Address: 4415 Nicole Drive, Ste G, Lanham, MD 20706
 Phone: 301-306-2020, Fax: 301-306-2022, Email:
 info@dominionresidence.org

DROM, INC. EMPLOYEE DISCIPLINARY CODE GUIDELINE

DISCIPLINE CODE	OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
DROM DCG 00001	Employee Child Abuse	DISMISSAL & Report to CPS & DDA, DHR			
DROM DCG 00002	Employee Child Neglect	Written Reprimand	Report to DDA	DISMISSAL	
DROM DCG 00003	Sexual Abuse by employee of any form	DISMISSAL & Report to CPS & DDA, DHR			
DROM DCG 00004	Emotional Abuse by employee of client of any form	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL	
DROM DCG 00005	Work Abandonment	Suspension up to 5 days without pay	Report to Authority, DDA		
DROM DCG 00006	Any form of Substance Abuse by employee	Suspension up to 3 days without pay followed by medical testing before resumption of duty.	DISMISSAL & Reporting to Authority DDA		
DROM DCG 00007	Tardiness(failure to observe assigned work hours)	Verbal Counseling	Written Reprimand	Suspension up to 5 days without pay	DISMISSAL
DROM DCG 00008	Employee Refusal to perform assigned duty by management or supervisor	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL	
DROM DCG 00009	Use of Profanity on Residents or co- worker or management staff	Verbal Counseling	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL
DROM DCG 000010	Unauthorized use of Company's Properties	Suspension up to 4 days without pay	Written Reprimand	DISMISSAL	
DROM DCG 000011	Incident Not Reported of False Testimony	Suspension up to 5 days without pay	DISMISSAL		
DROM DCG 000012	Use of personal cell phone, company's house phone during working hours for personal reasons, NOT work related while on Duty	Verbal Reprimand	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL
DROM DCG 000013	Restraints of any Kind without BPS	Suspension up to 5 days without pay	DISMISSAL & report to Authority		
DROM DCG 000014	Conducting Personal business on duty	Verbal Counseling	Written Reprimand	Suspension up to 4 days	DISMISSAL



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DROM DCG 000015	Unintentional carelessness which results in DROM, Inc. contract violation	Verbal Counseling	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL
DROM DCG 000016	Failure to Carry out Assigned Tasks	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL	
DROM DCG 000017	Loss of or Damage to DROM, Inc.	Written Reprimand	Suspension up to 3 days without pay	DISMISSAL	
DROM DCG 000018	Unauthorized employee's visitors at DROM, Inc. work sites	Written Reprimand	Suspension up to 3 days without pay and reimbursement.	DISMISSAL	
DROM DCG 000019	Employee Failure to renew credentials after management notification.	Suspension up to 30 days without pay	DISMISSAL		
DROM DCG 000020	Gambling while on duty	Suspension up to 5 days without pay.	DISMISSAL		
DROM DCG 000021	Refusal to work assigned schedule or refusal to perform work related functions while on duty	DISMISSAL			
DROM DCG 000022	Insubordination to supervisor or senior management	Written Reprimand	DISMISSAL		
DROM DCG 000023	Unexcused absent, No Call, No Show absence	Written Reprimand	Suspension up to 5 days without pay	DISMISSAL	
DROM DCG 000024	Misrepresentation of facts on job application or any phase in the hiring process or at any time during employment.	DISMISSAL	Report to State Authority		
DROM DCG 000025	Refusing to cooperate in an investigation/inquiry of any disciplinary code violation.	DISMISSAL			



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DROM DCG 000026	Arrest and/or conviction for violations of Federal, State, or Local Law(s)	Suspension TO DISMISSAL			
DROM DCG 000027	Disorderly conduct, abusive language, intimidation or other mistreatment of a child, DROM, Inc. employee or visitor, or member of public in any DROM, Inc. site.	Suspension up to 5 days without pay	DISMISSAL		
DROM DCG 000028	Hourly employees failure to clock in using time clock and clocking out during none working hours (for lunch/personal business with supervisor's approved permission) and clocking out at end of shift.	<ul style="list-style-type: none"> • unable to verify hours worked, • None-Payment • Verbal warning 	<ul style="list-style-type: none"> • Written warning and none-payment 	<ul style="list-style-type: none"> • Suspension and None-Payment 	DISMISSAL

All applicants and employees are to be familiar with the following rules. These rules are in no way inclusive, and employment or continued employment is at the sole discretion of DROM, Inc.

The use, misuse, sale, possession and/or distribution of any illegal drugs, the misuse, sale of and/or distribution of a legal drug (prescription for personal treatment by a licensed physician), or having an illegal drug and/or substance in one's system during working hours or while on DROM, Inc. property is a Terminable offense. Any illegal drug or substance found in an employee's possession will be turned over to the appropriate law enforcement authority and could result in criminal prosecution.

I hereby acknowledge herein below, that I have read, understood and will abide by the consequences of DROM, Inc. employee's manual and the employee disciplinary codes as stated above.

Employee NAME: **SSN:** **DATE:**