

MPEA/SMG
TABLE OF OFFENSES AND PENALTIES

This Table provides a list of common infractions, along with the penalties for each; it does not presume to cover all possible offenses, nor does it mandate the use of specific penalties in most disciplinary situations. The penalties described in the Table are intended to serve as a guide to discipline, not a rigid standard, and deviations are allowable for a variety of reasons. Greater or lesser penalties than suggested may be imposed as circumstances warrant, and based on a consideration of mitigating and aggravating factors. MPEA/SMG Management officials must exercise reasonable judgment and consider all relevant factors in determining the most appropriate corrective action for each situation. Any penalty determination outside the suggested range should be based upon a reasonable consideration of the facts and the rationale documented in the decision notice.

The use of this Table as a guide will help to ensure appropriateness of penalties in relation to the infraction(s), as well as relative consistency in discipline throughout all MPEA properties. The fact that a particular offense is not listed in the Table does not mean that the individual cannot be held accountable for an offense. In such instances, a reasonable penalty can be determined by a comparison to those offenses listed in the Table.

The Table lists only disciplinary and adverse actions which become a matter of record for that individual; it does not mention oral warnings, counseling notices, and other corrective actions which may be more appropriate for correcting minor offenses. The *First Offense* column, therefore, refers to the first offense for which a disciplinary/adverse action is taken, although it may not be the first time the employee engaged in misconduct.

Progressively stronger corrective actions should be taken if an individual repeatedly engages in misconduct. When an individual receives corrective action for an offense which falls under one of the penalties, and later commits a different offense under the same or another category of offense, the latter is considered a second offense for progressive disciplinary purposes. For example, if an individual violates the Building Entry & Exit Procedures and is issued an official notice (first offense), then is later in violation the No Take Policy the appropriate penalty is considered as a second offense.

In addition to MPEA/SMG corrective action, an individual may be subject to criminal prosecution when there is evidence of a possible statutory violation; such evidence will be provided to the appropriate law enforcement agency for further consideration and possible prosecution. If prosecution is declined, the individual involved in the alleged wrongdoing will then be subject to an appropriate administrative action consistent with the penalties contained in this Table.

Nature of Offense	Penalty for 1 st Offense	Penalty for 2 nd Offense	Penalty for 3 rd Offense	Penalty for 4 th Offense
<p>Violation of the No Smoking Policy</p> <p>Pursuant to Chapter 7-32 of the City of Chicago Municipal Code- Chicago Clean Indoor Air Ordinance of 2008: except for designated areas, individuals are prohibited from smoking on MPEA properties.</p>	<p>24 hour suspension from all MPEA properties</p>	<p>48 hour suspension from all MPEA properties</p>	<p>Permanent suspension from all MPEA properties</p>	
<p>Violation of Facility Protection Guidelines (Please refer to attached guidelines for a comprehensive list)</p>	<p>Written Notice</p>	<p>30 Day suspension of privileges</p>	<p>90 Day suspension of parking privileges</p>	<p>Permanent suspension from all MPEA properties</p>
<p>Violation of BEEP Procedures</p> <ul style="list-style-type: none"> • All individuals must enter and exit MPEA property through their assigned BEEP processing locations. • Individuals issued a wristband must wear them at all times on their wrist. • Individuals issued a uniform or vest (Savor, Aramark, etc) with identifying logos and markings must wear them at all times and will not cover them with an outer garment. <p><i>All individuals and items entering or exiting MPEA property are subject to search.</i></p>	<p>Written Notice to individual and contractor/employer</p>	<p>24 hour suspension from all MPEA properties</p>	<p>48 hour suspension from all MPEA properties</p>	<p>Permanent suspension from all MPEA properties</p>
<p>Violation of the No Take Policy</p> <ul style="list-style-type: none"> • No one may remove exhibitor material or product, MPEA/SMG property or contractor property. • Individuals will not solicit or accept any tip, gift, gratuity or favor from any MPEA/SMG customer, guests, users, exhibitors, licensees, clients, contractors or suppliers of goods and services. <p><i>All individuals and items entering or exiting MPEA property are subject to search.</i></p> <p><i>Violators of this policy may face criminal prosecution if warranted.</i></p>	<p>Items valued at less than \$50 – 14 Day suspension from all MPEA properties.</p> <p>Items valued at greater than \$50 – 30 Day suspension from all MPEA properties.</p> <p><i>All values will be determined by MPEA/SMG</i></p>	<p>180 Day suspension from all MPEA properties. Regardless of value attributed to said property.</p>	<p>Permanent suspension from all MPEA properties</p>	

Effective May 1, 2018 this document supersedes all previous issued notices.

Nature of Offense	Penalty for 1 st Offense	Penalty for 2 nd Offense	Penalty for 3 rd Offense	Penalty for 4 th Offense
<p data-bbox="66 277 428 302">Violation of Propped Door Policy</p> <p data-bbox="66 327 451 541">Individuals will not prop open perimeter and back of the house doors. Additionally, individuals are prohibited from using any device or mechanism to defeat, disable or dismantle any door on MPEA property. This included, but is not limited to, tape, wedges, strings, etc.</p> <p data-bbox="66 567 448 751">If an inspection of leased spaces at the conclusion of an event indicates the use of any method to defeat or damage locks, the contractor in control of that space will be held liable for any repairs or replacements.</p>	<p data-bbox="483 277 701 352">Written Notice to individual and contractor/employer</p>	<p data-bbox="727 277 954 352">24 hour suspension from all MPEA properties</p>	<p data-bbox="980 277 1224 352">48 hour suspension from all MPEA properties</p>	<p data-bbox="1253 277 1497 352">Permanent suspension from all MPEA properties</p>

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