

<i>HEALTH AND SAFETY MANUAL</i>		
Title: Disciplinary Procedures Safety		
Approved by: Greg Savoy		Rev. 4/1/08

1 Purpose/Scope:

The purpose of this document is to provide and clarify the Company's position regarding non-compliance with safety requirements and company policies.

This document is applicable to all Company Employees.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Managers and supervisors have the responsibility to follow this progressive discipline process for breaches of required employee safety performance and conformance with company safety policies, rules and requirements.

2.1.2 Physical inspections by company officials or insurance reps that indicate violations showing overall lack of commitment to company safety goals shall be under the same level of disciplinary actions.

2.1.3 Operations and departmental managers are responsible for ensuring that every employee is notified of the existence of this program and its contents.

3 Requirements:

3.1 Safety is a core value and a condition of employment at the Company. The following actions constitute a safety violation; not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear required PPE, and or abuse of PPE. Violations committed by managerial and non-managerial employees alike, are all considered employee job performance failures. The following Progressive Discipline process, administered by the Human Resources Department and conducted through operations and/or departmental management, shall be used. The process is reproduced here in its entirety.

3.2 Progressive Discipline:

On occasion, it becomes necessary for supervisors to deal with employees whose job performance no longer meets the expectations of the job. These performance problems can be in the form of poor performance, excessive absenteeism and tardiness, violation of Company policies and/or work rules, illegal acts, etc. In order to provide a consistent approach to handling these problems, and to ensure

that the interests of employees and the company are protected, the following Progressive Discipline process has been developed. Keep in mind, it is impossible to develop a single set of procedures that can be used for all situations; no two performance problems are ever exactly alike. This guide can help you in preparing for the job performance discussion, as well as provide you with the necessary documentation tools to make sure that a complete record of the issues are being captured. Should you have questions regarding any of these steps, contact your supervisor or Human Resources. The step-by-step procedures are as follows:

❖ Step 1: Verbal Warning:

All discussions on unsatisfactory job performance and company policy violations with an employee should be held **in private**. The employee must understand what the deficiency(ies) is/are and what has to be done to improve job performance to an acceptable level. At this stage in the process, a written notice does not have to be given to the employee but the supervisor should keep a record of the verbal warning discussion issues. These may include:

- ✓ *What happened or what were the job performance issues discussed?*
- ✓ *When did the performance discussion take place?*
- ✓ *Who was the performance discussion with?*
- ✓ *Why did the performance discussion occur?*
- ✓ *What outcomes and agreements were reached with the employee?*
- ✓ *What timetable for improvement was established for the employee?*
- ✓ *Were there any unexpected issues raised by the employee; should other members of management be notified?*

An appropriate time frame for correcting job performance problems should be communicated as a part of this process. Some performance problems may be corrected immediately (time and attendance problems, as an example), while other job performance problems may require 30-60-90 days (problems that require additional employee training). **A clear understanding of your expectations for improvement and the timetable for resolving the job performance problem(s) must be communicated to the employee!**

❖ Step 2: Written Warning:

If after implementing Step 1 the performance problem persists, the supervisor will prepare a written warning and meet with the employee to discuss. As with the verbal warning, this discussion should be conducted **in private**. If possible, the supervisor's supervisor should be in attendance. The employee should be provided with a Formal Warning Notice and be given the opportunity to review and ask questions for clarification. The employee should be asked to sign the Formal Warning Notice. As in Step 1, a clear understanding of your expectations for improvement and the timetable for resolving the job performance problems must be communicated to the employee. The Formal Warning Notice (original) should be provided to the Human Resources Department, as this document will go into the employee's personnel file. The Supervisor should keep a copy for his/her records.

❖ Step 3: Termination:

If the performance problem continues, and the supervisor and appropriate members of management, including the appropriate Sr. Vice President, as well as the Human Resources Manager are in agreement, the employee can be terminated. The following are important considerations in working through this process:

- ✓ The employee must know what behavior is appropriate before a disciplinary problem can exist.
- ✓ Always be sure of your facts.
- ✓ Keep your supervisor and the Human Resources Department informed. If making these contacts is difficult or time consuming, you can suspend an employee with or without pay until you are ready for the next step.
- ✓ Be consistent in your approach to disciplinary problems.
- ✓ Unsatisfactory job performance should also be documented as a part of the Performance Review process.
- ✓ If the problem is so severe as to require circumventing part of this procedure, the supervisor can do so but only with approval of the organizational manager.
- ✓ Confidentiality must be maintained throughout this entire process.
- ✓ Document

4 Training:

(See 2.1.3 above.)

5 Exhibits:

None