



**SECTION 1**

**CHAPTER 12**

**DISCIPLINE PROGRAM**

**Purpose**

To provide rules and guidelines for administering disciplinary action to employees who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.

**Scope**

This applies to all company employees .

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## Disciplinary Program

### Circumstances leading to disciplinary action

Listed are conditions that could be considered for disciplinary action under the provisions of this policy:

- Violation of a supervisor's safety related instructions.
- Violation of established safety rules and or procedures.
- Violation of instructions on posted safety related signs.
- Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay, or practical joking, poor housekeeping practices, etc.
- Lack of concern towards safety instructions and programs.

The above circumstances are not intended to be all inclusive. Any other circumstances that indicate an employee's disregard for their own safety, the safety of others, or the neglect of proper care for the equipment, may also result in disciplinary action under the provisions of this policy.

### Procedures

Whenever management, supervisors, or safety personnel observe an employee committing an unsafe act or creating or allowing an at-risk condition to exist, an *Employee Safety Violation and Disciplinary Form* should be completed. A copy of the form will be retained in the employee's personnel file. Each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during a 12 month period, management will determine the disciplinary action taken. HSE Coordinators will conduct yard inspections quarterly and will also conduct periodic site inspections.

### Levels of discipline

The following level of discipline for violations of safety procedures or involvement in a preventable accident are as follows:

- First Incident – Verbal warning with documentation
- Second Incident – Written warning, suspension and or reduction in pay
- Third Incident – Disciplinary action up to and including termination

Under certain circumstances, managers may choose to forego levels of discipline and suspend, or even terminate, an employee for a first offense.



**Summary**

It is the responsibility of each Region and business line to administer discipline for employees who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.