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| Safety Policy & Procedure Manual | | Section: | Date: 12-18-2015 |
| | | Revision: | |
| Subject: Disciplinary Program | | | |

Purpose

The purpose of this program is to establish a firm but fair disciplinary action policy to enforce the safety system.

Scope

This document is applicable to all employees.

Responsibilities

It is the responsibility of each and every person employed by LTR to work in a safe and efficient manner. The safety system provides guidelines and procedures to help insure that safe work practices are observed. In the event that any employee violates provisions of the LTR safety system or works in a manner that threatens his own health and safety or the health and safety of others around him, he will be subject to disciplinary action, up to and including termination of employment.

The safety manager, branch manager and branch safety officers are responsible for enforcing the safety system and for issuing disciplinary action as required by this section of the safety manual.

LTR is committed to safety, and senior management holds all supervisory staff responsible and accountable for safety within their respective areas.

Physical inspections by LTR officials or insurance representatives that indicate violations showing overall lack of commitment to LTR's' safety goals shall be under the same level of disciplinary actions.

Requirements

Safety is a core value and a condition of employment at LTR. The following actions are examples of actions that constitute a safety violation, and include, but are not limited to:

- Not following verbal or written safety procedures, guideline or rules of LTR or our clients
- Horse play, failure to wear required PPE, and or abuse of PPE
- Being under the influence of drugs or alcohol during work
- Bringing weapons on the job site
- Failure to report incidents or injuries

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- Attempted or actual physical force to cause injury, threatening statements or other actions to cause an employee to feel they are at risk of injury.

Disciplinary Procedure

The following procedures include actions that will be followed after issuing a safety violation notice, subject to the conditions and severity of the offense:

- The first offense will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct his behavior. The person making this verbal warning will inform the branch manager of his branch that this warning has been issued so the branch manager may make a written record of the warning.
- The second offense will result in a written reprimand and additional training. The reprimand will be written on the standard Employee Disciplinary Notice Form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when applicable). The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The third offense will result in another written reprimand (using the standard form) and suspension without pay, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The fourth offense may result in the termination of the offending employee.

NOTE: For the purposes of this procedure, the number offenses and levels of discipline outlined are to be used as a guideline. Serious safety violations may include disciplinary action, up to and including termination of employment.

The above actions are to be placed against a sliding twelve month scale. If an employee receives a reprimand on January 1 and commits his fourth offense on or before December 31st

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of the same year, he is terminated. The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment. He will be terminated upon his fourth offense in the last twelve months.

In the case of serious safety violations such as by-passing guarding or other unsafe activities that put the violator or other employees at serious risk of injury, the manager may move the violator directly to the second or third warning level. If the violator's actions put him or others at risk of death or dismemberment the manager has the option to terminate him with no further warning. All considerations for involuntary termination must be brought to the attention of your Human Resources Business Partner.

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EMPLOYEE DISCIPLINARY NOTICE FORM

Employee Name:

Date:

Supervisor Name:

Written Warning Final Warning Other _____

Previous discipline meeting was held on:

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | | |
|---|---|---|
| <input type="checkbox"/> Lateness | <input type="checkbox"/> Insubordination | <input type="checkbox"/> Failure to follow procedures |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Rudeness | <input type="checkbox"/> Failure to meet quota |
| <input type="checkbox"/> Refusal to work hours needed | <input type="checkbox"/> Fighting | <input type="checkbox"/> Poor quantity of work produced |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Poor quality of work produced |
| <input type="checkbox"/> Policy violation | <input type="checkbox"/> Other | |

Detailed Explanation:

2. The following corrective action must be taken by the employee:

3. Deadline:

4. Follow-up meeting will be held on:

Employee Signature:

Date:

Note: Your signature on this form means that we have discussed the situation. It does not necessarily mean that you agree with the items discussed. You are entitled to write a rebuttal to be included with this form in your personnel file.

Supervisor's Signature:

Date:

cc: Employee
 Supervisor
 Human Resources/Personnel File