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	<b>COMPANY PROCEDURE</b>		
	<b>Safety Disciplinary Action Policy</b>	Page : 1 of 4	Revision : 00 Date : 06/18/2010
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**Personnel Responsible:**

All Giles Chemical Personnel

**Safety Equipment:**

N/A

**Summary:**

Giles Chemical is dedicated to providing a safe work environment for all employees, protecting the environment, and the general public. The purpose of the Safety Disciplinary Action Policy is to encourage employees to perform their jobs as safely and efficiently as possible.

**Policy:**

All Giles Chemical employees are expected to follow **ALL** general and job specific safety policies and procedures. Violation of safety policies and procedures may result in immediate dismissal.

Any employee who knowingly performs a willful act violating a safety procedure or policy will be subject to this procedure.

## **DISCIPLINARY ACTION PROGRESSION**

Giles Chemical Safety Disciplinary Action Progression will be determined as follows based upon number incidents:

**FIRST OBSERVATION / NOTIFICATION**


Upon observation or notification of the violation of a safety policy or procedure, the Supervising Manager will immediately discuss the situation with the employee. Safety policies and procedures will be reviewed and retraining conducted as needed. The Supervising Manager will immediately forward an email notifying Human Resources of violation.

**SECOND OBSERVATION / NOTIFICATION**

If employee has found to be in violation of safety procedures and policies for a second time, the Supervising Manager will repeat the steps contained in the **FIRST OBSERVATION / NOTIFICATION**. At the time of discussion, Supervisor will have employee sign written document of the violation. Notation of the discussion will be placed in employee file and will be classified as their second incident. A one day suspension without pay will be scheduled for the employee at the company's discretion.

**THIRD OBSERVATION / NOTIFICATION**

If employee has found to be in violation of safety procedures and policies for a third time, the Supervising Manager will repeat the steps contained in the **FIRST OBSERVATION / NOTIFICATION**. At the time of discussion, Supervisor will have employee sign written document of the violation. Notation of the discussion will be placed in employee file and will be classified as their

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third incident. A one week suspension without pay will be scheduled for the employee at the company's discretion.

#### **FOURTH OBSERVATION / NOTIFICATION**

If employee has found to be in violation of safety procedures and policies for a fourth time, the Supervising Manager will have employee sign written document of the violation. Notation of the discussion will be placed in employee file and will be classified as their fourth incident. The employee will be immediately removed from the premises and terminated.

For the purposes of this procedure, violations will be detected by any member of Management.

For purposes of progression in this procedure, violations within the prior twelve months from the date of the violation in question will be considered.

Management reserves the right to weigh the facts and circumstances in each case based on repeated offenses or severity of violation in determination of disciplinary action. Violations which are deemed to be flagrant, intentional or reckless in nature may result in immediate termination on the first offense.



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## COMPANY PROCEDURE

Safety Disciplinary Action Policy

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### TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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