## Disciplinary Program

1. **Purpose**

This policy provides guidelines to follow in addressing unacceptable HS&E behavior.

1. **Scope**

This policy applies to all employees. Discipline shall be dispensed fairly, consistently, and equally to all employees including supervisory and management personnel. Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety.

Violation of safety rules will be grounds for disciplinary action up to and including termination. Safety violations include but are not limited to the following:

* Not following verbal or written safety procedures, guidelines and rules.
* Horse play.
* Failure to wear selected PPE.
* Abuse of selected PPE

1. **Procedure**

It is the responsibility of supervisory and management personnel to enforce the disciplinary policy. All warnings, disciplinary actions, and/or counseling shall be adequately documented and retained in the employee’s personal file for one year following the infraction.

Depending on the nature and seriousness of the employee’s actions, corrective action may begin at any step of the disciplinary process. The immediate supervisor of the employee will meet with the employee and inform him or her of the specific safety violation and the corrective action to be taken. If there is training related to the safety violation that would be beneficial to the employee to receive, training may be a remedial action.

Types of disciplinary action include but are not limited to the following:

* Verbal Warning
* Written Warning
* Final Written Warning
* Suspension
* Demotion
* Termination of Employment