

DISCIPLINARY POLICY PROCEDURES

All employees are expected to comply with jobsite rules and regulations, and to follow established operating procedures set forth by this company. Violations will not be tolerated and superintendent/foreman will be held accountable for the conduct of their employees.

Superintendents and foremen are required to take action when a violation is observed. Immediate action to control or eliminate a hazard is required.

In the event a violation is observed, the following procedures have been established to place an employee on notice.

NOTICE*	ACTION
First Offense	A written warning addressed to the employee and a copy placed in the employee's file referencing the violation and warning, including date and time
Second Offense	A written warning addressed to the employee with reference to the violation including date and time of the occurrence. A copy of this warning will be given to the employee, the union shop steward, and another copy will be placed in the employee's file.
Third Offense	A written warning similar to the second notice will be prepared and distributed in the same manner. This warning will be followed by a meeting with the employee, union shop steward, foreman and/or project manager and senior management to determine whether the employee will be suspended without pay or terminated depending upon the nature of the violation.
Fourth Offense	Termination.

* Within any consecutive 12 month period

* This policy is in effect unless there is a policy in our labor/management agreement.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by management and so that employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack of appropriate documented discipline may be a violation of federal, state laws and regulations.

EMPLOYEE DISCIPLINARY ACTION FORM

Project _____ Shop _____

Employee Name _____ Date _____

Superintendent _____ Day _____

Foreman _____ Time _____

FIRST VIOLATION DESCRIPTION:

Employee Signature _____

SECOND VIOLATION DESCRIPTION:

Employee Signature _____

THIRD VIOLATION DESCRIPTION:

Employee Signature _____

FOURTH VIOLATION: Termination!

❖ WITHIN A 12 MONTH PERIOD