

DISCIPLINARY ACTION – Example 1

When it becomes necessary, our company reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include, but are not limited to:

- Verbal warning (documented) for minor offenses.
- Written warning for more severe or repeated violations.
- Suspension without pay, if verbal and written warnings do not prove to be sufficient.

If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the company will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others.

EMPLOYEE COMPLIANCE DISCIPLINARY POLICY – Example 2

Under our policy, all employees are required to follow safety and operating procedures. When needed, employee will be provided with additional training and information, or retraining to maintain their knowledge.

The disciplinary policy of our company is intended to encourage employee compliance with our IIPP.

Although our company reserves the right to discharge "at will," we believe that employees found performing work in an unsafe manner that would endanger that employee or another employee shall be subject to discipline or termination by management.

The safety manager will determine the course of action best suited to the circumstances. The steps to be taken at the minimum shall include the following:

Verbal Warning- As the first step in correcting unacceptable behavior, the supervisor/manager shall review the pertinent fact with the employee. The supervisor will consider the severity of the problem, and the employee's past performance. A verbal warning will be issued to the employee, which will be documented by the supervisor in the employee's personnel file. If necessary, the employee will be placed on probation.

Written Warning- If the unacceptable performance continues, the next step will be a written warning. The written warning will clearly state the safety policy that was violated and steps the employee must take if it is to be corrected. Probation will be a part of the written warning. It may also include time off without pay. At the completion of the probationary period, the supervisor will meet with the employee to determine if the employee has achieved the required level of performance.

Termination- The employee may be terminated if he/she does not improve his/her performance while on probation, or has violated another company safety policy within twelve months.