

**Ekkom Roadline Inc**  
**O/A**  
**Impex Freight Carriers**

## DISCIPLINARY SECTION

### POLICY

**At Impex Freight Carriers. the management has implemented progressive disciplinary practices and procedures that, depending on the severity of the infraction, allow for adequate opportunity for any driver for Impex Freight Carriers. to alter his/her non-conforming behavior.**

The company reserves the right to interpret and apply disciplinary procedures. If an offence is considered by the company to be severe, Impex Freight Carriers. has the right to forgo steps in the disciplinary procedure and administer a suspension or disqualification/termination of contractual agreement and/or driving privileges.

## RECORD KEEPING

Accurate records of disciplinary measures taken against company drivers or Owner-Operators and their employees will be maintained by management and placed in personnel files. Written documentation will include the following information:

- Type of infraction
- Date and time of infraction
- Number of previous warnings issued to individual
- Action taken by management
- General comments
- Name and signature of person initiating discipline
- Signature of individual receiving disciplinary action

## NOTICE OF DISCIPLINARY ACTION

Any written disciplinary action issued by the Company should be issued within seven calendar days of the date when the offence became known to Impex Freight Carriers. Any disciplinary measures taken against an Owner-Operator's employee must also be communicated to the Owner-Operator as soon as possible.

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## PROCESS

### VERBAL WARNING

A verbal warning will explain the reasons for discipline. This is first warning given to individual regarding any violation during his employment with the company.

### WRITTEN WARNING

A written warning will explain the reasons for discipline. It will advise the individual to take immediate steps to correct his/her behavior.

The written warning will also advise the individual the continued failure to comply with acceptable company standards will result in suspension from work duties for a period of time.

### WORK SUSPENSION

Following a written warning, if continued non-compliance of the individual is noted, a suspension from work without pay for a period not less than 1 day.

The Safety Manager and or the President will advise the individual of the suspension. The length of the suspension must conform to the standards set out below, or in the alternative, what the written warning letter advised.

The individual will be advised in writing that the next stage of the disciplinary process will involve termination.

A notice of Suspension with appropriate signatures will be retained in the individual's personnel file. Senior management, dispatch and owner-operator will be advised of work suspensions as the individual will be immediately placed out of service for the length of the suspension.

### DISCHARGE OR DISQUALIFICATION/TERMINATION

Continued non-compliance will result in the company disqualifying/terminating the contractual agreement of the Owner-Operator or in the case of an owner-operator's employee, the driving privileges of that individual.

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Full documentation regarding the termination of the contractual agreement or the disqualification/termination of driving privileges will be retaining in the personnel file.

**Any disciplinary action that is undertaken as described below will remain a permanent part of a driver's record for a period of 24 months.**

## HOURS OF SERVICE

**Offence:** "Fail to maintain log to last duty status change"; or  
"Fail to carry log book" or  
"Driver in possession of duplicate log books"  
"Fail to remain in compliance with MTO and DOT HOS regulations"

**Action:** 1<sup>st</sup> offence: Verbal warning  
2<sup>nd</sup> offence: written Warning  
3rd offence: Suspension or dismissal

**Offence:** "Driver knowingly falsified log book"

**Action:** 1<sup>st</sup> offence: Verbal Warning  
2<sup>nd</sup> offence: Written warning  
3rd offence: Suspension or dismissal

**Offence:** Failure to attend Safety Department by the end of each month in order to review log reports.

**Action:** Offence: Verbal warning and Driver not dispatched until Driver has reviewed log reports

## COLLISIONS

**Offence:** "Driver fails to report any collision or incident resulting in damage to equipment or client's property regardless of whether on highway, private parking lots, truck stops etc."

**Action:** 1<sup>st</sup> offence: Written warning

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2<sup>nd</sup> offence: Interview and 3-day suspension and/or Dismissal

**Offence:** "Driver involved in a *preventable collision*"

**Action:** 1<sup>st</sup> offence: Driver must attend for office interview  
2<sup>nd</sup> offence: 3-day work suspension/ Dismissal  
3<sup>rd</sup> offence: Dismissal

**Offence:** "Driver is involved in any incident resulting to damage to equipment, cargo or client's property that is deemed to have been preventable

**Action:** 1<sup>st</sup> offence: Driver must attend for office interview  
2<sup>nd</sup> offence: 3-day work suspension/ Dismissal  
3<sup>rd</sup> offence: Disqualification/Dismissal

Impex Freight Carriers. has the right to terminate any driver who poses a risk to the security of the company and/or poses a risk to the safety and well- being of the general public using the highway based on:

1. The driver's previous on-road safety record, and
2. The severity of collision or incident taking into consideration personal injury to others, as well as equipment damage or extent of damage incurred.

## SPEEDING/MOVING VIOLATIONS

**Offence:** "Driver charged for driving in excess of speed limit"

**Action:** 1<sup>st</sup> offence: Payment for representation & written warning  
2<sup>nd</sup> offence: Payment for representation & interview  
3<sup>rd</sup> offence: 3 days Suspension  
4<sup>th</sup> offence: Disqualification/Dismissal

**Offence:** "Driver in possession of a radar detector"

**Action:** 1<sup>st</sup> offence: Written warning  
2<sup>nd</sup> offence: 3-day suspension

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3<sup>rd</sup> offence: Disqualification/Dismissal

**Offence:** "Driver fails to report receipt of any ticket or citation issued, or notify of any detainment"

**Action:** 1<sup>st</sup> offence: Written warning  
2<sup>nd</sup> offence: 3-day suspension  
3<sup>rd</sup> offence: Disqualification/Dismissal

**Offence:** "Driver contravenes any section of the Highway Traffic Act in Ontario or another province in Canada and is issued a ticket/summons or is issued with violation/citation in the United States."

**Action:** 1<sup>st</sup> offence: Written warning  
2<sup>nd</sup> offence: 3 days' suspension  
3<sup>rd</sup> offence: Disqualification/Dismissal

Impex Freight Carriers. has the right to terminate any driver who poses a risk to the security of the company and/or poses a risk to the safety and well-being of the general public using the highway based on the driver's safety record, as well as the severity of the charges imposed.

## VEHICLE MAINTENANCE

**Offence:** "Driver fails to hand in Commercial Vehicle Inspection Report"

**Action:** 1<sup>st</sup> offence: Written warning  
2<sup>nd</sup> offence: 3-day suspension  
3<sup>rd</sup> offence: Disqualification/Dismissal

**Offence:** "Driver fails to complete a pre-trip and post-trip inspection of power unit and trailer and provides report of same"

**Action:** 1<sup>st</sup> offence: Written warning  
2<sup>nd</sup> offence: 3-day suspension  
3<sup>rd</sup> offence: Disqualification/Dismissal

**Offence:** "Driver fails to complete a vehicle inspection report properly to reflect defects found during roadside inspection or for roadside repairs.

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**Action:**      1<sup>st</sup> offence:      Written warning  
                    2<sup>nd</sup> offence:      3-day suspension  
                    3<sup>rd</sup> offence:      Disqualification/Dismissal

**GENERAL**

**Offence:**      "Driver convicted or suspected of smuggling contraband"

**Action:**      Immediate Dismissal

**Offence:**      Driver is charged or convicted of driving while under the influence  
                    Of alcohol or narcotics"

**Action:**      Immediate Dismissal

**Impex Freight Carriers. will deduct \$500 from driver's pay cheque every time he receives a conviction which will be affecting company's safety rating.**

**Acknowledgement**

I \_\_\_\_\_ understand, read this company policies. Furthermore, I understand the possible disciplinary action and penalties for violation of company policies, procedures and guidelines.

**Driver's Name:** \_\_\_\_\_

**Driver's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_