

WEM HSE

Chapter DRAFT - Disciplinary Procedures

Policy

Discipline is corrective not punitive. When and acceptable level performance cannot be achieved through an informal process, the following procedures are available.

Disciplinary Procedures and Method:

- The compliance of all employees with WEM's, Safety and Health Program is mandatory and shall be considered a condition of employment. All safety rules, procedures, and plans in effect are to be followed as specified in the safety program. Employees found to be in violation of Company safety policy may be subject to correction or penalty.

Responsibilities

The Field Superintendent is the supervisor for disciplinary actions and any employee in a position of management or supervisory capacity may initiate disciplinary action against any employee found to be in violation of Company policy. Not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear selected Personal Protective Equipment (PPE), abuse of selected PPE, etc. constitutes a safety violation.

Training

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at beginning of shift Tailgate / Toolbox Safety Training / JSA meetings. This will help ensure that all employees understand and abide by The Company's safety policies.

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. The supervisor may complete a Training Record or Counseling Notice to document the training. If multiple employees are involved, additional safety meetings will be held.

Regular attendance ensures high-quality service for our clients and absence, or tardiness is a safety violation because attendance at these required safety meetings is mandatory. As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness.

- Employees are expected to arrive at the workplace on time, based on their job schedule. When not otherwise communicated, work begins at 7am.
- Tardiness is defined as being more than 10 minutes late to work without prior approval from a supervisor.

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- If an employee is unable to come to the workplace, they must notify their supervisor no later than one hour before their scheduled start time.
- Any unplanned absences or tardiness will be recorded and may be grounds for disciplinary action, up to and including termination.
- Planned absences, such as vacations or medical appointments, must be approved by a supervisor before the pay period begins or as soon as possible.
- If an employee is unable to come to work due to illness, a supervisor may require they provide a doctor's note upon returning to work.
- This attendance policy may be revised or updated at any time at the discretion of management.

The following outlines the disciplinary measures which will be taken against employees found to be in violation:

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. A general neglect of safe work procedures, practices, and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

These programs will be used for employee compliance with the safety program and all safety rules: training programs; retraining; optional safety incentive programs; disciplinary action.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, The Company may choose to periodically provide recognition of safety-conscious employees and jobsites without accidents through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by WEM can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of The Company's safety policies will be subject to disciplinary action.

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When a “Safety Violation Notice” is issued, appropriate supervisory personnel will meet with employee(s) to discuss the infraction and inform individual(s) of the rule or procedure that was violated and the corrective action to be taken.

Note: Failure to promptly report any on-the-job accident or injury on the same day as occurrence, is considered a serious violation of WEM’s code of safe practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

In any disciplinary action, the foreman should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other Company policy. Discipline for safety violations will be administered in a manner that is consistent with WEM’s system of progressive discipline. The following are the steps available to Supervisors while correction employee actions. None of these steps are required but all are available at the Supervisor’s discretion. In serious cases, Termination may be the first action taken. When possible, disciplinary action should be progressive. If, after training, violations occur, disciplinary action available are:

1. Verbal warning. Documented by supervisor including date, time, relevant facts and any pertinent witness statements. Restate the policy and correct practice(s)
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension (offered at Management’s discretion and are optional).
4. Personal Improvement Plan (PIP) or Last Chance Agreement (offered at Management’s discretion and are optional). Last Chance Agreements are not required by policy or law. If a Last Chance Agreement is not offered, or if an agreement is violated, termination is the next step.
5. Final written warning
6. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Foremen and superintendents should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may

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be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

Note: Consistency in the enforcement of safety rules shall be always exercised.

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WEM Counseling Notice (1 of 2)

Employee Name					
Supervisor / Manager					
Date					
<input type="checkbox"/> Step 1 - Verbal Warning	<input type="checkbox"/> Step 2 - Written Warning	<input type="checkbox"/> Step 3 - Suspension			
<input type="checkbox"/> Step 4 - PIP	<input type="checkbox"/> Step 4 - Final Written	<input type="checkbox"/> Step 6 - Termination			
Reason					
Corrective Action Required					

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WEM Counseling Notice (2 of 2)

Employee Response	
Employee Signature	
Supervisor Signature	
Witness Signature	

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Training Record

Trainer	
Signature	
Date	

Content of Training

Attendees (please print)
