



DISCIPLINARY PROGRAM



Purpose

The purpose of this program is to establish a firm but fair disciplinary action policy to enforce the safety program.

Scope

This document is applicable to all employees and consultants of Veracity Field Services (the company).

Responsibilities

It is the responsibility of employees and consultants of Veracity Field Services to work in a safe and efficient manner. The company safety program provides guidelines and procedures to help insure that safe work practices are observed. In the event that any employee or consultant violates provisions of the Veracity Field Services safety program, the client program, or works in a manner that threatens his own health and safety or the health and safety of the workers around him/her will be subject to disciplinary action, up to and including termination of employment or contract.

Veracity Field Services management holds each employee and consultant personally responsible for following and enforcing the company safety program as well as the safety program of the client of which that person is assigned.

Requirements

Safety is a core value and a condition of employment or contract at Veracity Field Services. The following actions constitute a safety violation:

- Not following verbal or written safety procedures, guideline or rules of Veracity Field Services or our clients
- Horse play, failure to wear required PPE, and or abuse of PPE
- Being under the influence of drugs or alcohol during work
- Bringing weapons on the job site of clients who forbid such
- Failure to report incidents or injuries
- Attempted or actual physical force to cause injury, threatening statements or other actions to cause an employee to feel they are at risk of injury or physical violence

Procedure

The following procedures will be following after issuing a safety violation notice:

- The first offense will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct his behavior
- The second offense will result in a written reprimand and additional training. The reprimand will be written on the standard Safety Reprimand form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when



applicable). The employee or consultant receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee or consultant must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's or consultant's employment records.

- The third offense will result in another written reprimand (using the standard form) and/or punitive layoff or termination of employment or contract, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee or consultant may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records. Refusal to sign a reprimand is grounds for termination or cancelation of contract.

The above actions are to be placed against a sliding twelve month scale. If an employee receives a reprimand on January 1 and commits his third offense on or before December 31st of the same year, he/she may be terminated. The employee does not have to commit the same violation each time to receive further reprimands. He/she could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his/her second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment.

In the case of serious safety violations such as by-passing guarding or other unsafe activities that put the violator or other employees at serious risk of injury, the manager may move the violator directly to the second or third warning level without prior notification. If the violator's actions put him/her or others at risk of death or dismemberment the manager has the option to terminate him/her with no further warning.

Safety Reprimand Form

This form can be found at www.veracitywfieldservices.com under the 'Forms' tab