

DISCIPLINARY PROGRAM

EAGLE INDUSTRIAL INSTRUMENTATION has the exclusive right to administer appropriate disciplinary action, including discharge, to employees for just or proper cause. Generally, a documented progressive discipline approach is indicated whenever a policy or procedure, work rule, or safety violation occurs.

A. PROGRESSIVE DISCIPLINE APPROACH

1. A typical progressive discipline approach includes the following action levels:
 - a. Verbal warning:
Documented in writing, by supervisor or location manager, but administered in an informal setting. Documentation should include the nature of the violation and the measures to be taken by the employee to rectify the violation. The documentation is placed in employee's personnel file.
 - b. Written warning:
Letter of reprimand
Documented in writing by the location supervisor or manager with the original given to the employee and a copy placed in the employee's personnel file. Documentation should include the nature of the violation, measures to be taken by the employee to rectify the violation and the consequences of another violation.
 - c. Suspension:
Either days away from work without pay or a temporary reassignment with or without a corresponding pay reduction. Documented in writing by the location supervisor or manager and placed in employee's personnel file. Documentation should include the nature of the violation, measures to be taken by the employee to rectify the violation and the consequences of another violation.
 - d. Discharge:
Documented in writing, signed by location supervisor or manager and placed in employee's personnel file. The documentation should include a narrative of the violation and the reason for discharge.
2. All levels of disciplinary action short of discharge must include counseling and retraining with a clear goal in mind of FAVORABLY modifying the offending employee's future behavior.

B. STEP DISCIPLINE

The step discipline approach should never preclude decisive action. When necessary, in cases involving immediate threat to life, limb, or property,

significant increases in employee risk (such as poor Motor Vehicle Record or repeated violation of safety rules), or in cases where customer relations, public relations, other employees or **EAGLE INDUSTRIAL INSTRUMENTATION** itself is threatened by the offending employee's actions or omissions.

1. The following are examples of just cause for discharge (this list is not all inclusive):
 - a. Unsatisfactory job performance.
 - b. Falsification of time-keeping records.
 - c. Falsification of business expense account records.
 - d. Insubordination or other disrespectful conduct to supervisors and/or customers.
 - e. Excessive absenteeism with or without notice.
 - f. Reporting late for work or excessive lateness which interferes with job performance.
 - g. Disregard of safety rules or practices. Examples (not limited to)
 1. Not wearing hardhat in the shop or offshore as required.
 2. Not wearing safety glasses as required.
 3. Not wearing steel toe shoes as required.
 4. Housekeeping deficiencies (manager shall physically inspect job site daily)
 - h. Fighting, horseplay, or other disruptive activities on Eagle Industrial Instrumentation premises or while on duty.
 - i. Refusal or failure to perform assigned work or to comply with written or verbal instructions of the supervisor.
 - j. Violation of **EAGLE INDUSTRIAL INSTRUMENTATION** Substance Abuse Policy and/or related safety rules.
 - k. Unauthorized possession of weapons, explosives, alcoholic beverages, drugs and/or other items deemed contraband are not allowed offshore, on Eagle Industrial Instrumentation premises, in Eagle Industrial Instrumentation vehicles, and/or customer property, premises or plants.
 - l. Theft, misappropriation, or deliberate damage of a fellow employees, **EAGLE INDUSTRIAL INSTRUMENTATION**, and/or customer's property or equipment.
 - m. Misrepresentation or other fraudulent action relative to **EAGLE INDUSTRIAL INSTRUMENTATION** benefits plans (i.e., group health, worker compensation, disability leave, vacation, etc.).
 - n. Misuse or removal without proper authorization of employee or customer lists, blue prints or models, Eagle Industrial Instrumentation records, Eagle Industrial Instrumentation training materials, or any confidential Eagle Industrial Instrumentation information.

- o. Unauthorized disclosure of business information, transactions, plans, or other confidential Information.
- p. Neglect of duty (including leaving job or duty assignment without just cause or permission or sleeping on duty).

C. MANAGEMENT/SUPERVISOR REVIEWS

Periodic evaluations (minimum annually) will be conducted, documented and used as an integral part of our performance review systems. These reviews will take into consideration both Eagle Industrial Instrumentation as well as departmental goals and objectives and will reflect the degree any individual bonus or promotion is received. **EAGLE INDUSTRIAL INSTRUMENTATION** is depending on the seriousness of any violation that reflects a lack of commitment towards established Eagle Industrial Instrumentation goals could also result in the same level of disciplinary action as stated earlier in this program.

D. EMPLOYMENT

Employment with **EAGLE INDUSTRIAL INSTRUMENTATION** is at the mutual consent of **EAGLE INDUSTRIAL INSTRUMENTATION** and the Employee. Either party may terminate the relationship at any time with or without advanced notice.

E. ENDORSEMENT

This policy is endorsed and shall be enforced by upper management.