



DISCIPLINARY PROGRAM

Integrated Water Services, Inc.
(the Company)



Purpose

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

Scope

This procedure is applicable to all IWS Company employees, subcontractor employees and their affected parties.

Responsibilities

It is the responsibility of each employee to work in a safe and efficient manner according to the procedures established and published at www.iws.support. If any employee violates provisions of the Integrated Water Services safety program or works in a manner that threatens the safety or welfare of themselves or another person, that employee will be subject to disciplinary action up to and including termination of employment.

Integrated Water Services management holds each employee personally responsible for following and enforcing the company safety program.

Requirements

Safety is a core value and a condition of employment at Integrated Water Services. The following actions constitute a safety violation:

- Not following Company safety procedures or those of our clients.
- Horse play.
- Failure to wear required PPE, and or abuse of PPE.
- Being under the influence of drugs or alcohol at work.
- Bringing weapons on the job site of clients who forbid the same.
- 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 is a list of escalating actions that will be enforced for violating this policy:

- The first offense will result in a verbal warning that will be documented by the supervisor in the form of an email. The employee will be informed via verbal discussion and email that he or she is being issued a verbal warning resulting from a specific infraction, rule, or procedure that was violated and corrective actions that must be taken. The required corrective actions the employee must take to rectify the infraction will be communicated to the employee. Corrective actions may include training, apologies, change of behavior, donning of PPE, etc.
- The second offense will result in a written Safety Violation and additional training. The Safety Violation will be issued by the safety department with a cc going to the HR department. This Safety Violation will describe the unsafe activity or behavior that needs correction, the date by which the correction must occur, and necessary steps the violating employee must take to remedy the situation. The employee receiving the Safety Violation has the right to submit a written rebuttal to the Safety Violation by replying



to the email. The employee must sign the Safety Violation to acknowledge their receipt of the Safety Violation. The Safety Violation and any rebuttal will become a part of the IWS employee's permanent employment records.

- The third offense will result in another written Safety Violation followed by termination of employment for IWS employees, and removal of subcontractor subject employee from the IWS worksite. Again, the employee may submit a written rebuttal to the Safety Violation. It is encouraged but not required that the subject employee sign the third and final Safety Violation. The Safety Violation and any rebuttal will become a part of the IWS employee's employment records. Refusal to sign a Safety Violation is grounds for immediate termination or removal from the site.

In the case of serious safety violations such as by-passing guarding, entering a confined space without any safeguarding, malicious or intentional damage to equipment, fighting, or other egregious acts, that put the violator, other employees, or the Company at serious risk of injury or damage, 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 immediate danger to life or health, the manager has the option to terminate the employee with no further warning.

Safety Violation Form

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