



PROGRESSIVE DISCIPLINE POLICY

Employees who violate Skyline policies, site safety rules and procedures and/or the Occupational Health and Safety Act or other applicable Acts and Regulations shall be subject to discipline in accordance with the following policy.

VERBAL WARNING – FIRST OFFENCE

Employees who commit a first offense will receive a verbal warning. The employee will be given a verbal explanation of the infraction along with corrective action required, an opportunity to explain and notification that further offences will result in more serious penalties. A note indicating a warning was given, listing the time, date and reason will be kept in the employee's personnel file and Supervisor's daily log.

WRITTEN WARNING – SECOND OFFENCE

Second offences will result in a written warning, which will be recorded in the Skyline disciplinary log. A copy of the warning will be given to the employee, Skyline head office, the site Health and Safety Representative and/or the union, as applicable.

SUSPENSION – THIRD OFFENCE

Third offences will result in suspension for a period considered appropriate for the infraction. A copy of the suspension notice will be given to the employee, sent to Skyline head office, the site Health and Safety Representative and/or the union, as applicable.

TERMINATION – FINAL OFFENCE

Final offences will result in immediate termination of employment. The supervisor responsible for the employee will be informed immediately and will be instructed to remove the employee from the work site. A copy of the termination notice will be sent to the employee, Skyline head office, the site Health and Safety Representative, and/or the union, as applicable.

SERIOUS OFFENCE

In the event employees engage in severe offences of a dangerous nature, Skyline may impose more serious penalties up to and including immediate termination without following the progressive discipline policy. For example, employees who engage in workplace violence, failing to use Fall Protection or use of alcohol, or illegal drugs during their designated shifts may be subject to immediate without warning or suspension.