**GBI Insulation Disciplinary Policy**

**INTRODUCTION**

This policy is intended to provide rules and guidelines for administering disciplinary action to employees who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.

 Safety related disciplinary action will be administered through the Safety Manager or direct supervision on jobsite.

**PURPOSE**

The purpose of this policy is to enhance safety awareness in all employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

**CIRCUMSTANCES LEADING TO DISCIPLINARY ACTION**

Listed below are conditions that could result in disciplinary action under the provisions of the policy:

1. Violation of a supervisor’s safety related instructions.

2. Violation of established safety rules and/or procedures.

3. Violation of instructions on posted safety related signs.

4. Accumulation of an excessive number of injuries (three or more within a 24-month period).

5. Accumulation of an excessive number of safety policy infractions (more than one per quarter or repeat of same infraction more than one time)

6. Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay or practical joking, poor housekeeping practices, etc.

 7. Lack of concern toward safety instructions and programs.

 8. In certain situations, other employees may be held accountable for others unsafe actions.

**Example:** Working in pairs where one person is not using appropriate fall protection or not tying off. Both employees may be held accountable.

**The above circumstances are not intended to be all inclusive. Any other circumstances that indicate an employee’s disregard for his/her own safety, the safety of others, or the neglect of proper care for equipment, may also result in disciplinary action under the provisions of this policy.**

 **PROCEDURE**

1. The program’s effective date: August 14, 2018

2. The twelve (12) month period is a continuous period.

3. Whenever a supervisor or other member of management observes an employee committing an unsafe act or creating or allowing a hazardous condition to exist, an Employee Warning Notice should be completed. A copy of the violation form should be retained in the employee’s personnel folder, and each time a new violation form is received, the employee’s file will be reviewed for previous violations. Where previous violations appear during a 12-month period, the sanctions listed below will be implemented.

4. The Safety Manager will investigate any violation of the safety procedures and any accident where the cause is not clear. His/her recommendation as to cause, preventable or non-preventable, will be made to the appropriate management

5. If the employee feels he/she has been treated unjustly, he/she will be allowed to appeal the decision. The appeal will be reviewed by the Operations Manager, and the employee’s supervisor.

**EMPLOYEE SANCTIONS**

The following sanctions apply for violations of safety procedures or involvement in a preventable accident:

a. First Incident – Verbal warning with written documentation.

b. Second Incident – Written warning; unpaid suspension.

c. Third Incident – Unpaid suspension; discharge

**Serious safety violations may result in immediate termination.**

The above listed disciplinary sanctions are not all inclusive. Any safety violations, accidents, incidents, etc. are subject to disciplinary action up to and including termination. Serious violations will be reviewed by the Safety Manager.

**NOTE:**

Any time an incident involves a preventable accident, a written warning will be issued. Further, in any incident, insubordination, or accident requires the involved employee(s) to take a post-injury drug screening. Please note that all employees directly involved in an incident, are required to submit to a post-accident drug screening.

**SUPERVISION SANCTIONS**

The above sanctions also apply to supervision. Any member of supervision may be subject to these disciplinary guidelines as an individual or as a member of management. Supervisors will be subject to disciplinary action when their employee receives some form of disciplinary action as noted above, or who demonstrates negligence in their implementation or enforcement of written policy.

**SUMMARY**

The above disciplinary actions are a minimum guideline. Depending on the circumstances or the severity of the violation or incident, any level of discipline which is most appropriate for the time and action up to and including termination may be implemented.

Employee Signature Date .

Print Name .