**ABC Company**

## DISCIPLINARY POLICY

## Contraventions of occupational health and safety standards by managers, supervisors or employees shall be regarded as serious breaches of expected performance and shall be cause for corrective action.

Corrective action resulting from a violation of occupational health and safety requirements, or company rules shall be progressive and shall be appropriate to the nature of the contravention, the seriousness of the offense, previous violations, and any extenuating circumstances.

1. **Verbal Warning**

The **first** offense of a less serious offense shall be dealt with in an informal manner. A less serious offense is one that poses minimal risk of injury to the employee, fellow employees or other people in or near the workplace, or where there is minimal risk of damage to property and equipment. The employee shall be advised of the proper corrective action. Where lack of training or supervision is identified as a contributing factor, arrangements shall be made to fill this need. A written record of the verbal warning is put on the employee’s official employment file, and the supervisor must report the offense and corrective action to management.

1. **Written Warning**

A **second** occurrence of the same or related offense, or the **first** occurrence of a more serious offense, shall be dealt with in a formal manner by written warning. The supervisor responsible for the employee shall arrange a counseling session with the employee to ensure the employee understands the nature of the contravention and the importance of compliance. A copy of the warning shall be forwarded to the office to be placed on the employee’s official employment file.

1. **Progressive Discipline**

A **subsequent** occurrence may result in the employee being suspended or terminated. The employee may be required to attend mandatory health and safety training upon returning to his/her regular duties.

**Repeated or serious** violation of occupational health and safety requirements or company rules shall be regarded as cause for disciplinary action up to and including immediate **termination**, depending on the circumstances. Some cases of immediate termination include, but are not limited to:

* Use of legal/illegal drugs and alcohol on company time, jobsites and/or vehicles
* Theft or vandalism, possession of firearms

**Owner/Management:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_ Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_