# DISCIPLINARY POLICY

**ABC Company** has implemented a system for enforcing their safety program. Violations will be handled in an objective but, firm manner. This Disciplinary Policy begins upon hiring.

This Disciplinary Policy is a three (3) step process and may vary due to the severity of the violation. The steps are as follows:

1ST - Verbal Warning

2nd - Written Warning

3rd - Written Warning, Possible Suspension or Dismissal/ Termination

Documentation **will** be completed at each stage of the Disciplinary Policy.

Any employee/contractor found operating any company vehicle or working on any **ABC Company** worksite under the influence of alcohol, legal/illegal drug use or any other mood-altering drugs will be subject to ***IMMEDIATE DISMISSAL***.

\* **ABC Company** reserves the right to immediately suspend / remove any person from the jobsite if not following company safety policies or the OH&S Act and Regulations.