1. **Policy**

   Processes and system shall be established and designed to correct unsafe conditions or behaviors of employees to prevent work-related injuries and illnesses.

2. **Purpose**

   To assure all safety rules and work procedures are enforced and to correct unsafe working conditions or behaviors to prevent injuries and accidents.

   It is recognized that each individual is responsible for their own safety. This responsibility also carries with it accountability. This accountability also travels up the supervisory chain-of-command. The foreman is responsible for the crew / jobsite. The General Foreman is responsible for all foreman / jobsites under them etc. As such, anyone along the supervisory chain or the Safety Department may initiate disciplinary action.

3. **Scope**

   This Addendum applies to all employees of Sunbelt Controls.

4. **Definitions**

   Infraction – Actions of an individual that are against company safety policies, or rules of law in regards to safety.

   Serious Infraction – Any action, or lack of action, that could place an individual or others at serious risk of injury or death.

   IDLH (Immediately Dangerous to Life or Health) – This is the most severe of infractions. An IDLH situation means that if someone does not intervene to correct a situation, there is a high likelihood of serious injury or death.

   Willful Violation – A willful violation exists where a safety infraction is either an intentional violation of known policy or plain indifference to its requirements.

5. **Requirements**

   The Safety Disciplinary Policy for Sunbelt Controls ranges from a verbal warning to termination.

   - For minor safety infractions, a verbal will be issued to the affected employee.
   - Written warnings will be issued for repeat of minor offenses and serious violations.
   - For employees that receive 2 written warnings or a violation that is very serious the employee will be suspended for 1 to 30 days.
   - For violations that could result in a debilitating injury or a fatality, or willful violations, the employee can be terminated.
   - Written violations will be nullified after two years.

6. **References –** Company IIPP