**DISCIPLINARY PROGRAM**

**COMPANY** has the exclusive right to administer appropriate disciplinary action,

including discharge, to employees for just or proper cause. Generally, a documented

progressive discipline approach is indicated whenever a policy or procedure, work rule,

Or safety violation occurs.

1. **PROGRESSIVE DISCIPLINE APPROACH**

A typical progressive discipline approach includes the following action

levels:

1. Verbal warning

Documented in writing, by supervisor or location manager, but

administered in an informal setting. Documentation should include

the nature of the violation and the measures to be taken by the

employee to rectify the violation. The documentation is placed in

employee's personnel file.

1. Written warning:

Letter of reprimand

Documented in writing by the location supervisor or manager with

the original given to the employee and a copy placed in the

employee's personnel file. Documentation should include the

nature of the violation, measures to be taken by the employee to

rectify the Violation and the consequences of another violation.

1. Suspension:

Either days away from work without pay or a temporary

reassignment with or without a corresponding pay reduction.

Documented in writing by the location supervisor or manager and

placed in employee's personnel file. Documentation should include

the nature of the violation, measures to be taken by the employee

to rectify the violation and the consequences of another violation.

1. Discharge:

Documented in writing, signed by location supervisor or manager

and placed in employee's personnel file. The documentation should

include a narrative of the violation and the reason for discharge.

2. All levels Of disciplinary action short Of discharge must include

counseling and retraining with a clear goal in mind of FAVORABLY

modifying the offending employee's future behavior.

1. **STEP DISCIPLINE**

The Step discipline approach should never preclude decisive action. When

necessary, in cases involving immediate threat to life, limb, Or property,

significant increases in employee risk (such as poor Motor Vehicle Record or repeated violation of safety rules), Or in cases where Customer relations, public

relations, other employees or **COMPANY** itself is threatened by the Offending

employee 's actions or omissions.

The following are examples of just cause for discharge (this list is not all

inclusive):

1. Unsatisfactory job
2. Falsification of time-keeping records.
3. Falsification of business expense account records.
4. Insubordination Or other disrespectful conduct to supervisors

and/or customers.

1. Excessive absenteeism with or without notice.
2. Reporting late for work or excessive lateness which interferes with

job performance.

1. Disregard of safety rules or practices. Examples (not limited to)
2. Not wearing hardhat in the shop or offshore as required.
3. Not wearing safety glasses as required.
4. Not wearing steel toe shoes as required
5. Fighting, horseplay, or Other disruptive activities On Company

premises or while on duty.

1. Refusal or failure to perform assigned work Or to comply with

written or verbal instructions of the supervisor.

1. Violation of COMPANY Substance Abuse Policy and/or related

safety rules.

1. Unauthorized possession of weapons, explosives, alcoholic

beverages, drugs and/or other items deemed contraband are not

allowed offshore, on company premises, in company vehicles,

and/or customer property, premises or plants.

1. Theft, misappropriation, or deliberate damage of a fellow

employees, COMPANY, and/or customer's property or equipment.

1. Misrepresentation or other fraudulent action relative to

**COMPANY** benefits plans (i.e., group health, worker

compensation, disability leave, vacation, etc.)

1. Misuse or removal without proper authorization of employee or

customer lists, blue prints or models, Company records, Company

training materials, Or any confidential Company information.

1. Unauthorized disclosure of business information, transactions,

plans, or other confidential Information.

1. Neglect of duty (including leaving job or duty assignment without

just cause or permission or sleeping on duty).

1. **MANAGEMENT/SUPERVISOR REVIEWS**

 Periodic evaluations (minimum annually) will be conducted, documented and

used as an integral part of our performance review systems. These reviews

will take into consideration both company as well as departmental goals and

objectives and will reflect the degree any individual

bonus or promotion is

received. **COMPANY** is depending on the seriousness of any

violation that

reflects a lack of commitment towards established company goals could also result in

the same level of disciplinary action as stated earlier in this program.

1. **EMPLOYMENT**

Employment with COMPANY is at the mutual consent of **COMPANY** and the

Employee. Either party may terminate the relationship at any time with or without

advanced notice.

1. **ENDORSEMENT**

This policy is endorsed and shall enforced by upper management.