



Proof of Training

Print name: _____ Signature: _____ Date: _____

Disciplinary Program

Purpose

The purpose of this program is to ensure employees of Unger Construction and subcontractors are aware of and performing to Unger Construction's expectations.

Scope

This policy will apply to all work performed by employees and subcontractors including, but not limited to the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines and at other times when employees and subcontractors are performing work.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Training

During their initial orientation and again on each jobsite employees and subcontractors will be oriented to the rules and procedures. There is no retraining for this program. If an employee or subcontractor's work habits, motivation or skills fall below expectations employees will be disciplined.

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program.

Disciplinary Process

Unger Construction Co. expects every employee to observe safety rules established for employee protection, abide by all laws and regulations, use safety equipment and devices as provided or required, and to always work in a manner which safeguards the employee and their fellow workers. Physical inspections will be conducted routinely to ensure compliance with safety rules and policies.

Unger Construction may find it necessary to apply discipline or corrective measures if an employee does not meet our safety expectations. Disciplinary action will vary depending on the individual set of circumstances. Under certain circumstances the company may immediately discipline, suspend or terminate an employee.

Discipline will be applied fairly and fit the circumstances. The seriousness of the offense, the employee's disciplinary history and performance history will be considered when determining the level of discipline to be applied.

Progressive disciplinary counseling is encouraged, beginning with a written warning, followed by a suspension with or without pay, followed by termination. Depending on the severity of the violation, certain circumstances may necessitate elimination of some or all of the steps of progressive discipline in other words moving directly to suspension or termination.

Each incident will be investigated with absolute honesty and integrity. To ensure balance, each incident will be investigated by the workers supervisor the department director and Human Resources. The investigation will be full, fair, accurate and timely and the results could have one of the following outcomes and corresponding actions: No evidence to support further action – closed without action. Insufficient evidence to confirm or deny allegations – investigation will be saved but no action will be

taken. Allegations confirmed – written warning, suspension (without pay), or termination. If the allegations are confirmed a formal session will be conducted with the employee and the members of investigation team. The findings and corrective actions will be documented and presented to the employee during the formal session.

Repeat offenses, breaking the same rules, multiple offenses, or breaking more than one rule may be grounds for disciplinary escalation.

Gross misconduct, such as egregious or conspicuously flagrant or objectionable behavior or actions by an employee, such as conduct that endangers the well-being of other employees may render an employee ineligible for rehire.

The Disciplinary Steps:

Progressive disciplinary counseling is encouraged, beginning with a written warning, followed by a suspension with or without pay, followed by termination. Depending on the severity of the violation, certain circumstances may necessitate elimination of some or all of the steps of progressive discipline in other words moving directly to suspension or termination.

1. Verbal Warning

The first time a supervisor observes an employee not complying with the provisions of the Code of Safe Practices, the supervisor shall give the employee a verbal warning that such behavior is in violation of company policy and is not to be tolerated. This and subsequent disciplinary steps can be skipped over at the sole discretion of the supervisor or IIPP Administrator. Be advised that if the severity of the violation may have or had the potential to have endangered other employees, the general public, or company assets, the employee committing the violation may be terminated without a previous warning. This determination shall be made by the supervisor or IIPP Administrator in conjunction with the Vice President of Operations. All decisions in this regard are final and at the discretion of the supervisor, IIPP Administrator and the Vice President of Operations.

2. Written Warning

If, after the verbal warning, a supervisor observes an employee still not complying with the provisions of the Code of Safe Practices, the supervisor shall give the employee a written warning that such behavior is in violation of company policy and is not to be tolerated.

3. Time off with No Pay

If an employee continuous to not comply with the IIPP after receiving a verbal and written warning, the employee shall be suspended from working without pay for 3 days and requested to leave the jobsite.

4. Termination

If an employee demonstrates willful and repeated violation of company policies regarding health and safety, despite repeated warnings including verbal and written, the employee shall be terminated.

Follow up Post Discipline

After issuing discipline the supervisor shall develop a monitoring program to ensure conformance to expectations and proper lines of communication are established and maintained. Supervisors and the worker need to agree that the necessary corrections have been made and the new behavior is consistently meeting expectations.