

# CHAPTER 4

## DISCIPLINARY ACTION PROGRAM

### POLICY STATEMENT

At HTS AmeriTek we are committed to our safety goals and expect that our employees are equally committed. Periodically management or a designated representative will audit the workplace to ensure that we are following all rules and procedures. If these physical inspections indicate violations, or show an overall lack of commitment to company safety goals, disciplinary or corrective actions will be taken. It is the policy of HTS AmeriTek to follow traditional notions of progressive discipline whenever possible. However, HTS AmeriTek reserves the right to discipline or discharge an employee without resorting to descriptive disciplinary measures.

HTS AmeriTek Management and Supervisors are responsible for enforcement of the disciplinary action program. Managers or Supervisors will attempt to inform employees of improper conduct by way of evaluation and warnings so that dismissal may be avoided. If improvement is not demonstrated after an employee has been warned, the employee may be terminated.

In general, an employee may initially receive a verbal warning and the supervisor will place a notice in the employee's personnel file. Subsequent warning will be written. HTS AmeriTek, at its discretion, may suspend or dismiss an employee without resorting to descriptive disciplinary action. The number of written warnings prior to termination will depend upon the seriousness of the violations(s). The general procedure for warnings is as follows:

- A copy of a written warning issued to an employee is placed in the employee's personnel file.
- Each warning is reviewed with the employee, and the employee may submit a written response to the warning.
- In the event of a **final** warning or a major infraction, the **employee must sign** the warning statement acknowledging that he/she has read and understood the warning. Refusal to sign the statement of acknowledgment will be considered insubordination.
- If the employee does not submit a rebuttal statement, it will be presumed that the employee agrees with the description of his/her unacceptable conduct.

### SAFETY VIOLATIONS

As mentioned in our policy statement above, HTS AmeriTek is committed to our safety goals and we expect our employees to be equally committed when it comes to safety. It is the intention of HTS AmeriTek's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. So the violation of any safety rule is something we take very seriously at HTS AmeriTek. Our safety rules apply not only to working safely and following verbal or written safety procedures but also the proper use of safety equipment and wearing the correct PPE. Following the guide lines and rules to filling out JHA's and other documentation required by our clients is a task that all of our employees must know how to do.

The Safety department at HTS AmeriTek is not present on the job to be policemen but rather they are there to help and encourage you in safe job practices and also assist in any areas pertaining to safety management. But if there are violations of safety rules which can affect the wellbeing of that employee or others around them then it is the duty of not only the safety department but of all employees to bring to the attention of the one who is violating the safety rules of the consequences involved. Depending upon the severity of the action an employee may initially receive a verbal warning, but in any case if after the warning is given and the employee continues to violate the same safety rule a written Safety Violation Report will be prepared and reviewed with the employee who may submit a written response to the warning. The employee must sign the warning acknowledging the safety infraction and refusal to sign will be considered insubordination. If after the warning has been filed, the employee's safety performance has not improved, the employee may be terminated.

Although any safety violation is considered serious we have broken down the violations into two categories, the first one being minor, in other words not immediately dangerous to life and health. If after two minor violations, that employee will meet with the management of HTS AmeriTek to discuss the infractions.

#### MINOR VIOLATIONS:

- Coming to job site without the proper PPE after it has been issued to you
- Not wearing hearing protection when it is required
- Not wearing safety glasses when required
- Mono goggles not being on your person when required
- Not wearing safety gloves
- Poor housekeeping
- Not keeping tools maintained and in a safe condition
- Using electrical cords without current inspection or no GFCI
- Not using the proper tool for the job
- Horseplay and/or obscene language
- Not filling out proper equipment inspection checklists
- Not completing job check lists and client hazard elimination forms
- Improper use of radios

A safety violation that is considered immediately dangerous to life and health will be regarded as a major violation and after one written warning there will be a meeting with HTS AmeriTek management to go over and discuss the infraction and any disciplinary actions taken.

#### MAJOR VIOLATIONS:

- Not wearing a hard hat when required
- Not wearing the proper respiratory equipment for the task at hand
- Not observing 100% tie-off or not wearing fall protection
- Fall protection equipment maintained
- Not following LOTO rules
- Not observing fire safety rules
- Failing to sign in/out of a confined space
- Not wearing face shield or goggles when required
- Failing to wear seat belts in vehicles
- Any speed limit and/or motor vehicle violations
- Failing to use a flagger when backing up rig
- Not filling out a JHA/STAC card
- Working without the proper work permit
- Not observing substance abuse policy
- Threatening and/or fighting with other employees
- Failing to report any incidents to HTS AmeriTek Safety
- Ignoring or not participating in any emergency evacuation and assembly drills
- Failing to ground equipment according to company procedures

#### **MANAGEMENT RESPONSIBILITIES**

It is the responsibility of managers to set the standard when it comes to managing safety. All managers should all take part in helping and encouraging HTS AmeriTek employees in safe job practices, the right attitude towards safety starts from the top.

#### MINOR VIOLATION OFFENSE:

1. Depending upon the severity of the action an employee may initially receive a verbal warning.
2. If after a verbal warning the actions of the employee have not changed and it is regarded as a minor violation, a Safety Violation Report will be filled out and signed by the employee, supervisor and HTS AmeriTek Safety.
3. Turn the report into the HTS AmeriTek Safety dept. who will distribute copies to the employee and the personnel dept. to be kept in their file.
4. On a second minor offense violation that is written the Safety Violation Report will be filled out and sent to HTS AmeriTek Safety dept. who will distribute copies to the personnel involved and at that time arrange a meeting with HTS AmeriTek management and the employee concerning the safety violations.

#### MAJOR VIOLATION OFFENSE:


1. If a major violation is noted a Safety Violation Report will be filled out and signed by the employee, supervisor and HTS AmeriTek Safety.
2. Turn the report into the HTS AmeriTek Safety dept. who will arrange a meeting with management and the employee concerning the safety violation.
3. HTS AmeriTek Safety dept. will distribute copies to the employee and the personnel dept. to be kept in their file.

*Any manager or supervisor who fails to report or follow the procedures regarding Safety violations will be subject to disciplinary action.*

#### GENERAL RULES OF CONDUCT

To assure orderly operations and provide the best work environment, HTS AmeriTek expects employees to follow rules of conduct that will protect the interests and safety of all employees, clients, and guests of HTS AmeriTek. Disciplinary action or termination is dependent upon the severity or degree of a violation of the general rules of conduct that are considered essential to the safety and wellbeing of those at HTS AmeriTek. The following acts are only **examples** of the types of conduct that are prohibited on HTS AmeriTek's time or premises and may be punishable by warning, reprimand, probation, suspension (without pay), and/or discharge. **This list is not all inclusive or complete:**

- Discussion of confidential matters or information with anyone outside of HTS AmeriTek or with unauthorized HTS AmeriTek employees. This will include client personnel in the business affairs of HTS AmeriTek.
- Falsification or unauthorized altering of records, employment applications, time sheets, time cards, client records, etc.
- Deliberate or willful violation of HTS AmeriTek's equal employment opportunity policies.
- Violation of safety rules and/or failure to properly use safety equipment or gear. Including not following verbal written safety procedures, guidelines or rules.
- Excessive lateness or absenteeism or failure to report absence within a reasonable time.
- Possession of dangerous or unauthorized materials in the workplace, such as explosives or firearms.
- Unauthorized disclosure of information contained in personnel, client, or other records of HTS AmeriTek.
- Use and/or possession of illegal narcotics or other dangerous drugs on company premises, including reporting to work under the influence of drugs.
- Unauthorized use and/or possession of intoxicating beverages, including reporting to work under the influence of intoxicating beverages.
- Abuse, destruction, or theft of HTS AmeriTek property, computers, or other equipment, vehicles or the property of other employees or clients.
- Disorderly conduct, including fighting or horseplay within HTS AmeriTek or client facilities.
- Refusal to follow a supervisor's directives or engaging in a form of insubordinate conduct.
- Leaving the job or work assignment without permission during regularly assigned working hours.
- Failing to work in a safe manner, sleeping on the job, and/or endangering the health of yourself or others.
- Creating unsafe or unsanitary conditions, including consumption of food or beverages in prohibited areas.
- Conducting personal business during working hours and/or making excessive or unnecessary personal phone calls.
- Smoking in restricted areas.
- The use of company equipment or facilities to solicit for private enterprise, raffles, lotteries, or sale of tickets for entertainment, dances, etc. unless approved by the Human Resources Department.
- Unethical behavior in worker-client relationship or disregard for customer relations.
- Engaging in illegal, immoral, or indecent conduct on company premises.
- Misuse of company work time.
- Giving unauthorized testimonials or endorsements using HTS AmeriTek's name without express prior approval from Company President of HTS AmeriTek.
- Gambling on company premises or during company time.
- Not following personal hygiene requirements.



# AmeriTek Disciplinary Report

Name: _____		Facility: _____								
Employee No.: _____		Office: _____								
Date of Incident: _____		Dept.: _____								
		Time of Incident: _____ am/pm								
Reasons for Violation(s)										
Level I (Safety)	Level II (Safety)	Level III (Safety)	Level IV (Quality)							
<input type="checkbox"/> Hearing Protection <input type="checkbox"/> Gloves <input type="checkbox"/> Glasses <input type="checkbox"/> Goggles <input type="checkbox"/> Footwear <input type="checkbox"/> Clothing <input type="checkbox"/> H2S/Gas Monitor <input type="checkbox"/> Reading <input type="checkbox"/> Safety Procedure <input type="checkbox"/> Monitoring Equip. <input type="checkbox"/> Equip. Abandon. <input type="checkbox"/> Housekeeping <input type="checkbox"/> Hard Hats <input type="checkbox"/> Face Shield <input type="checkbox"/> Electronic Insp. <input type="checkbox"/> Imp. Equip. Use <input type="checkbox"/> Imp. Cable Route <input type="checkbox"/> Incident reporting <input type="checkbox"/> Bullying/Disrespect	<input type="checkbox"/> Respirator <input type="checkbox"/> Vehicle Operation <input type="checkbox"/> Special PPE <input type="checkbox"/> Sleeping <input type="checkbox"/> Cell Phones <input type="checkbox"/> Electronic Ent. <input type="checkbox"/> Client Rep. Violation <input type="checkbox"/> Barricades <input type="checkbox"/> Stop Wik Violation <input type="checkbox"/> Fueling <input type="checkbox"/> Eating & Drinking <input type="checkbox"/> Attitude <input type="checkbox"/> Trainee/Trainer <input type="checkbox"/> Harness Insp. <input type="checkbox"/> Fall Protection <input type="checkbox"/> Scaffold/Ladder <input type="checkbox"/> Knives <input type="checkbox"/> Vehicle Entry <input type="checkbox"/> Unit Sign In/Out	<input type="checkbox"/> Heat Stress <input type="checkbox"/> Incident reporting <input type="checkbox"/> Permit Violation <input type="checkbox"/> Smoking <input type="checkbox"/> JHA/JQP/Tool Box meetings <input type="checkbox"/> Improper tie-off <input type="checkbox"/> Incident reporting <input type="checkbox"/> Falsifying Doc. <th style="text-align: center;">Level IV (Safety)</th> <input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Fighting <th style="text-align: center;">Level I (Quality)</th> <input type="checkbox"/> Tardiness <input type="checkbox"/> Unexcusable tardiness <input type="checkbox"/> Not available when expected	Level IV (Safety)	Level I (Quality)	<input type="checkbox"/> Communication <input type="checkbox"/> Horse Play <input type="checkbox"/> Insulating Imp. <input type="checkbox"/> Imp. Cable Route Vehicle <input type="checkbox"/> Taking Vehicle w/o Permission <input type="checkbox"/> Bullying, Harassment, Disrespect <th style="text-align: center;">Level II (Quality)</th> <input type="checkbox"/> Vehicle Care <input type="checkbox"/> Vehicle Clean <input type="checkbox"/> Vehicle Insp. <input type="checkbox"/> Equip. Care <input type="checkbox"/> Equip. Clean <input type="checkbox"/> Equip. Insp. <input type="checkbox"/> Mobile Rig Care <input type="checkbox"/> Mobile Rig Clean	Level II (Quality)	<input type="checkbox"/> Mobile Rig Insp. <input type="checkbox"/> Imp. Brinell Test <input type="checkbox"/> Overheat Pipe <input type="checkbox"/> Sleeping <input type="checkbox"/> Unattended Equip. <input type="checkbox"/> Improper w/ recorder <th style="text-align: center;">Level III (Quality)</th> <input type="checkbox"/> Falsifying Docs. <input type="checkbox"/> Imp. Set Up <input type="checkbox"/> Imp Use of Gas Card <th style="text-align: center;">Level IV (Quality)</th> <input type="checkbox"/> Not Follow Proc. <input type="checkbox"/> Walk Off Job <input type="checkbox"/> Stealing/Fighting <th style="text-align: center;">Other</th> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Level III (Quality)	Level IV (Quality)	Other
Description of Incident: _____										
Employee Remarks: _____										
Action To Be Taken: <input type="checkbox"/> Warning <input type="checkbox"/> Suspension <input type="checkbox"/> Termination										
Disciplinary Action To Be Taken: _____										
Employee Print Name _____		Employee Signature _____								
Date of Last Offense: _____		Date _____								
		No. of Previous Offenses: 1 2 3 4 5 _____								
Operations Signature _____		Date _____								