

Disciplinary Program	S.O.P. 2D		Page 1 of 4
	02/02	Rev. 2	
	Review Date:		
	04/05		
Approved By:			
STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- a. The rules and regulations for Basic Industries of South Texas, Ltd. (BIST) have been carefully written with the express purpose of protecting the safety and health of our employees.
- b. Governmental regulatory bodies and this company expect them to be followed.

II. RELATED PROCEDURES AND RESOURCES

- a. All Policy Statements and Standard Operating Procedures
- b. Employee Handbook
- c. Federal and State Regulations
- d. All Training and Testing
- e. All Forms

III. DEFINITIONS

- a. **Accountability:** An active measurement taken by Management to ensure compliance with standards.
- b. **Authority:** Is the right to correct, command, and determine the courses of action.
- c. **Disciplinary Action System Algorithm:** A decision tool used to define the seriousness and the appropriate disciplinary actions to be taken as a result of a violation of these policies and procedures.
- d. **Hazard:** Any existing or potential condition in the workplace that, by itself or by interacting with other variables, can result in death, injuries, property damage, and other losses.
- e. **Responsibility:** Having to answer to higher management for activities and

results

- f. **Suspension Without Pay:** The loss of the right to work on a BIST jobsite for one or more days, as a result of a violation of these policies and procedures.
- g. **Termination:** The permanent loss of the right to work on a BIST jobsite as a result of a violation of these policies and procedures.
- h. **Verbal Warning:** a one on one discussion with an employee/s that draws their attention to the probable results of a violation of these policies and procedures.
- i. **Warning:** To draw the attention of an employee/s to the probable results of a violation of these policies and procedures.
- j. **Written Warning:** A documented discussion with an employee/s that draws their attention to the probable results of a violation of these policies and procedures.

IV. **RESPONSIBILITIES**

- a. Ownership
 - i. Responsible for the facilitation of these policies and procedures.
 - ii. Define a clear chain of authority.
 - iii. Provide necessary resources for training and fulfillment of company "Safety Goals."
- b. Director of HR/Safety
 - i. Develop and issue clearly defined policies and procedures covering Health, Safety and Environmental control measures.
 - ii. Provide guidance, assistance, and training on all Health, Safety, and Environmental control measures to Ownership, Staff managers, Project managers, Safety and Human Relations personnel, Field Supervision, and Field personnel as required or needed.
 - iii. Develop and maintain records and data necessary to provide Ownership with program evaluation and effectiveness.
 - iv. Review all investigations and assure that the necessary disciplinary actions have been applied without undue delay.
 - v. Ensure that all newly hired employees received the necessary training to comply with all the provisions of the Health, Safety and Environmental control policies and procedures.
- c. Project Management
 - i. Shall be the responsible to ensure that all employees under his/her control have received the necessary training to comply with the Health, Safety and Environmental control policies and procedures.
 - ii. Provide guidance and assistance on all Health, Safety and Environmental disciplinary issues.
 - iii. Assure all personnel understand the chain of authority on the jobsite.
- d. Field Supervision
 - i. Shall be responsible to ensure that all provisions of this policy and any additional site-specific requirements are strictly followed by all employees under his/her control.

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- ii. Shall be responsible to ensure that all provisions of Health, Safety and Environmental control policies and procedures are strictly followed by all employees under his/her control.
 - iii. Enforce the Disciplinary Program and ensure disciplinary actions are applied fairly and without undue delay.
 - iv. Consult with Project management and/or the Director of HR/Safety to ensure a consistent enforcement of this S.O.P.
 - v. Ensure all documentation is accurate and complete prior to submittal to the Human Resources department.
 - vi. Discuss the infraction, along with the applicable policy or procedure, and the corrective action/s taken with all affected employees under his/her control.
 - vii. Actively discuss and support all safety goals and/or incentives applicable the his/her project.
- e. Employee
- i. Read and understand the “Employee Handbook.”
 - ii. Follow all the rules, policies and procedures outlined in the “Employee Handbook.”
 - iii. Actively participate in investigations so an accurate determination can be made.

V. DISCIPLINARY ACTION SYSTEM

- a. The Disciplinary Action System shall be used when an observed hazardous situation is the result of an employee’s unsafe act. It is intended to motivate employees to get into the habit of working safely and to comply with policies and procedures.
- b. This system is based of the following premises:
 - i. The initial responsibility for working safe is with the individual worker.
 - ii. Failure to follow safe work practices, customer safety standards or this Company’s Safety policies and procedures is unacceptable performance
 - iii. Safety begins with clear expectations, accurate information and standards of action.
 - iv. Those that choose not to follow the Safety Standards will be subject to disciplinary action. This disciplinary action may include time off without pay, up to and including termination of employment.
- c. A Disciplinary Action Decision Algorithm, form 2D.1b, has been developed to determine the level of Disciplinary Action required. Form 2D.1b.1, Disciplinary Action Decision Algorithm - Usage procedures explain how to use form 2D.1b. These forms will help to determine if the violation created or could have created an incident with or without damage to health, property or environment.
- d. A safety violation notice and a written safety warning is formal notification to an employee that they have been found in violation of a safety standard. The

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employee's signature does not imply agreement; it only verifies that the employee has been informed of the violation. Refusal of the employee to sign the notice does not constitute relief from the Disciplinary Action System. Safety violation notices or written warnings serve to document and inform concerned parties regarding unsafe work practices.

- e. Once a decision is made to discipline an employee, a Safety Warning Notice, form 2B.1c, section 4 may be issued as follows:
 - i. Issued by the Supervisor or may be issued by the safety representative or Leadman who observes unsafe work practices.
 - ii. Follow attachment 2B.1c.1, Usage Procedures, for instructions on filling out and distribution of the Safety Warning Notice.