

HALLEN CONSTRUCTION DISCIPLINARY POLICY & MATRIX

ALL EMPLOYEES OF HALLEN ARE SUBJECT TO THE TERMS OF THIS POLICY. NO EXCEPTIONS. THIS POLICY AND MATRIX DEAL WITH TWO TYPES OF VIOLATIONS. THOSE SPECIFIC TO AN INDIVIDUAL AND THOSE THAT APPLY TO AN ENTIRE CREW OR SITE. THUS THE PENALTIES ARE DIFFERENT.

INDIVIDUAL EMPLOYEE: ANY EMPLOYEE THAT FAILS TO WEAR REQUIRED PERSONAL PROTECTIVE EQUIPMENT (AS STATED IN THE SAFETY MANUAL OR UTILITY COMPANY'S P.P.E. MATRIX) WILL BE SUBJECT TO A ONE DAY SUSPENSION WITHOUT PAY. THE EMPLOYEE WILL BE REMOVED FROM ALL SAFETY INCENTIVE PROGRAMS FOR THE YEAR AND HIS/HER CREW WILL NOT BE ELIGIBLE FOR THE MONTHLY SAFETY AWARD. IN ADDITION, THAT EMPLOYEE'S FOREMEN WILL BE REMOVED FROM ALL YEAR END SAFETY AWARDS. A REPEAT OFFENSE WILL RESULT IN A THREE-DAY SUSPENSION. THE THIRD OFFENSE WILL RESULT IN A FIVE-DAY SUSPENSION. THE FOURTH VIOLATION WILL LEAD TO TERMINATION.

CREW OR SITE VIOLATION: DURING THE COURSE OF A SITE AUDIT, IF DEFICIENCIES ARE FOUND, A CREW WILL BE REMOVED FROM THE MONTHLY SAFETY CONTEST. IF ANY OF THE DEFICIENCIES ARE VIEWED AS POTENTIALLY SERIOUS O.S.H.A. VIOLATIONS (I.E. TRENCHING OR SHORING), THE FOREMAN IS SUBJECT TO THE SAME PENALTIES AS LISTED IN THE PREVIOUS SECTION. VIOLATIONS OF UTILITY COMPANY'S S.O.P.'S WILL BE VIEWED AS "SERIOUS". IF AN O.S.H.A. CITATION IS ISSUED TO A SITE, REMEDIAL TRAINING IS REQUIRED IN ADDITION THE PENALTIES ALREADY STATED. THE ENTIRE CREW WILL BE REQUIRED TO ATTEND SAID TRAINING.

Hallen Corrective Action System

Non-compliance of issues relating to personal protective equipment will result in the following disciplinary measures.

- 1st infraction - One day suspension for non-compliant employee
- 2nd infraction - Three day suspension for non-compliant employee
- 3rd infraction - Five day suspension for non-compliant employee
- 4th infraction - termination of non-compliant employee

In addition, the following measures will effect the foreman and entire crew.

- Removal from consideration for Crew/Tradesman of the Month Awards
- Removal of the foreman for all year-end Safety Awards