**COMPLIANCE WITH SAFE WORK PRACTICES**

Piedmont Service Group (PSG) is serious about the need for compliance with safe work practices. In fact, to achieve our accident reduction goals, we must ensure that all employees are conducting themselves in a safe and healthy manner at all times. The following are some of the many approaches our company uses to assure that all employees know and understand the importance of safe work practices, but most importantly, apply them to their daily work activity.

* Employees are informed of and provided with the Environmental, Health and Safety Handbook.
* New hire orientation specifically covers elements relating to the employee’s responsibilities and expectations within the Corporate Safety Program. Use of PPE, LOTO, when fall protection is required, etc.
* Employees receive training for their assigned tasks. It is their immediate supervisor’s responsibility to advise them of any safety hazards that may exist regarding their operations.
* All employees are required to participate in the Job Hazard Analysis creation and implementation.
* Supervisory and management personnel are responsible to monitor employee work practices and make on-the-spot corrections of unsafe employee practices within our facilities, on job sites and service locations.

To assure such compliance, PSG may, at its discretion, periodically utilize safety incentives to reward safe work behavior.

**EMPLOYEE CORRECTIVE ACTION PROGRAM**

Fair and consistent treatment of all employees is our goal and to correct unsafe behaviors, actions and conditions.

The Employee Corrective Action Form is to be used and completed in full, including signatures of parties involved (see attached Corrective Action Form in the Appendix).

 The following outlines the progressive disciplinary steps to be utilized for a **current employee**:

##### First Offense - Verbal warning.

##### Second Offense – Written warning.

* Third Offense – Termination or suspension up to five (5) days based on the nature of the offense. Community service may be offered as an alternative to suspension at the discretion of the Project Superintendent.
* Fourth Offense – Termination. Depending on the severity of the offense, this may be the first option if deemed commensurate with the situation.

Causes for disciplinary action, include but are not limited to:

* Under the influence of drugs or alcohol.
* Serious or repeated safety violations.
* Failure to use the correct PPE.
* Insubordination.
* Flagrant disregard of company equipment or tools.
* Theft or vandalism.
* Not following company policy.
* For supervision, not abiding by or enforcing company policy.

Corrective Action "for cause" requires that the following procedure be followed:

Any time an individual requires a warning based on the criteria of the program, the Corrective Action Form shall be utilized. The employee shall sign the acknowledgment along with the individual administering the disciplinary action. For the Verbal Warning, no employee signature is required. When an employee is suspended, he cannot use PTO time to cover his missed days.

 Send the original copy to the HR Manager for filing with the employee’s records.

 One copy shall be given immediately to the employee, whichever is applicable.