

WTX Oilfield Services, LLC

DISCIPLINARY PROGRAM

prepared by
Blakeman & Associates

Revised January 20, 2015
Replaces any previously published Disciplinary Program

TABLE OF CONTENTS

OVERVIEW 1
CIRCUMSTANCES LEADING TO DISCIPLINARY ACTION..... 1
PROCEDURES..... 1
EMPLOYEE SANCTIONS 2
SUPERVISOR SANCTIONS 2
SUMMARY 2
GUIDELINES FOR SUPERVISOR’S DISCIPLINARY ACTION 2
EMPLOYEE SAFETY VIOLATION AND DISCIPLINARY FORM..... 3
Employee Warning 3

OVERVIEW

This policy is intended to provide rules and guidelines for administering disciplinary action to Company employees who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety. Safety related disciplinary action will be administered through the Responsible **Safety Coordinator**.

The purpose of this policy is to enhance safety awareness in all employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

CIRCUMSTANCES LEADING TO DISCIPLINARY ACTION

Listed below are conditions that could be considered for disciplinary action under the provisions of this policy:

- A. Violation of a supervisor's safety related instructions.
- B. Violation of established safety rules and/or procedures.
- C. Violation of instructions on posted safety related signs.
- D. Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay or practical joking, poor housekeeping practices, *etc.* E. Lack of concern toward safety instructions and programs.

The above circumstances are not intended to be all-inclusive. Any other circumstances that indicate an employee's disregard for their own safety, the safety of others, or the neglect of proper care for equipment, may also result in disciplinary action under the provisions of this policy.

PROCEDURES

The twelve (12) month period is a continuous period.

Whenever a supervisor or other member of management observes an employee committing an unsafe act or creating or allowing a hazardous condition to exist, a Safety Violation Notice should be completed. A copy of the violation form will be retained in the employee's personnel folder, and each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during a 12 month period, the sanctions listed below will be implemented.

The Responsible **Safety Coordinator** will investigate any violation of the safety procedures and any accident where the cause is not clear. Their recommendation as to cause, preventable or non-preventable, will be made to the management.

If the employee feels they have been treated unjustly, they will be allowed to appeal the decision. The appeal will be reviewed by the Responsible **Safety Coordinator**, and the employee's supervisor.

EMPLOYEE SANCTIONS

The following sanctions apply for violations of safety procedures or involvement in a preventable accident:

- First Incident - Verbal warning with documentation.
- Second Incident - Written warning with possible suspension.
- Third Incident - Disciplinary action up to and including Discharge.
- Fourth Incident - Discharge.

SUPERVISOR SANCTIONS

The above sanctions also apply to supervisors who may also be subject to disciplinary action:

- when their employee receives some form of disciplinary action as noted above, or
- those who demonstrate negligence in their implementation or enforcement of written policy.

The Company wants to ensure Supervisors are committed to the Company's safety goals and will be under the same level of disciplinary action; therefore, the **Safety Coordinator** or a member of management will conduct physical inspections for violations that indicate the lack of commitment to the Company's safety practices. Any member of the Company's management and supervision team may be subject to these disciplinary guidelines as an individual or as a member of management.

SUMMARY

The above disciplinary actions are a minimal guideline. Depending on the circumstances or the severity of the violation or incident, any level of discipline that is most appropriate for the time and action up to and including termination, employee or supervision, may be implemented.

Approved by

Responsible **Safety Coordinator**

GUIDELINES FOR SUPERVISOR'S DISCIPLINARY ACTION

As a member of the management team, you will be in the position to enforce the Safety Policies in this manual. Many of us consider the acts of Discipline and Enforcement difficult and uncomfortable to administer. However, you must remember that when it comes to a broken bone, a severed limb, or the death of our co-workers, it is impossible to place a value on these things. The first definition of "Discipline" in the dictionary is "Instruction." Another definition is "Training that corrects, molds, and perfects."

The following statement will be the foundation of our Disciplinary Policy:

"ASKING ME TO OVERLOOK A SIMPLE SAFETY VIOLATION WOULD BE ASKING ME TO COMPROMISE MY ENTIRE ATTITUDE TOWARD THE VALUE OF ONE'S LIFE."

EMPLOYEE SAFETY VIOLATION AND DISCIPLINARY FORM

Safety Violation Notice

Employee Warning

Employee Name _____

Union _____ Date of Warning _____

1st Notice _____

2nd Notice _____

Date of violation _____

Time _____

Location & # _____

Safety Violation (explain) _____

Violation considered to be:

Extremely Serious

Serious

Minor

Other

Comments _____

Witness _____

Reported by _____

Date _____

Supervisor's Comments _____

Supervisor's Signature _____

Date _____

Employee's Comments _____

Employee's Signature

Date _____

Correction

What action has or will be taken to prevent recurrence? (List then place a "X" by completed items and date.)

Manager _____

Date _____

Responsible Safety Officer _____

Date _____

Copies to: Office (original) - Responsible Safety Coordinator - Employee **DISCIPLINARY PROGRAM**

EMPLOYEE ACKNOWLEDGMENT
ACEPTAMIENTO DEL EMPLEADO

WTX Oilfield Services, LLC

By my signature below, I acknowledge that I have received and will read the *Disciplinary Program*. I have been given the opportunity to ask questions, and have received clarification, and understand the contents.

*Con mi firma aqui abajo, yo acepto que he recibido y leire el **Disciplinary Program**. He tenido la oportunidad de hacer preguntas, y he recibido clarificación y entiendo los contenidos.*

Date

Fecha

Employee Signature

Firma del Empleado

Print Name

Nombre en letra de molde