	Big Ox Energy - Siouxland, LLC Safety Management System		SSC.SAFE.POL.140-005.Disciplinary	
			Initial Issue Date	03/02/2017
<b>DISCIPLINARY PROGRAM</b>			Revision Date:	
			Next Revision Date:	03/02/2018
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## **PURPOSE:**

This procedure provides the guidelines to support good safety performance with the use of adequate disciplinary measures and to eliminate occasional or continuous safety violations. This procedure applies to all Big Ox Energy - Siouxland LLC employees, subcontractors, and vendors.

## **Scope**

This Standard applies at all work locations under the company management.

This Standard applies to work locations wherein another party manages and the company personnel undertake work and to all the company managed personnel whilst engaged in any activity on behalf of the company.

**This Standard shall be applied to all the company personnel, contractors and their subcontractors. Contractors may, however, when agreed through the company project engagement processes, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard, the customer's standards and those of applicable National and Local regulations which should be read and complied with in conjunction with this standard.**

## **Responsibilities**

The implementation of this Standard is the responsibility of the company senior management including production management, safety management, supervisors and/or foreman.


The Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities. The Company' managers will also be the focal points for associated liaison with, and coordination of, contractors' compliance with this Standard, at the managers / supervisors respective work locations.

All representatives are responsible for monitoring compliance with this procedure. Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other Standard as agreed per above. The company personnel have a responsibility to comply with this Standard. Each employee is responsible for complying with the site safety plans, along with the rules and regulations that issued by the employee's supervisor, our customers or various regulatory agencies.

## **Safety and Discipline Standard**

A Safety Violation – not following verbal or written procedures, guidelines, rules (such as horseplay, failure to utilize appropriate PPE, abusive use of equipment etc.). Violations can also be further defined by client and the list above does not constitute violations in whole.

The following steps shall be administered in a fair and nondiscriminatory manner. All disciplinary actions, including instruction for improvement of an individual, shall be documented in that individual's personnel file by company Human Resources. Employees or sub-contractors who willingly and knowingly contravene

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any safety or performance standards shall be held personally responsible and subject to corporate disciplinary action.

A violation of a site safety rule, procedure or work practice shall be promptly corrected. If necessary, retraining shall be accomplished. A written warning may be documented by the employer with copies issued to the individual, their immediate supervisor and the company administrator responsible for managing the disciplinary program.

A second safety violation by an individual will be cause for further action.

When it comes to safety, there is no progressive disciplinary policy. Serious life threatening issues resultant from poor behavior, or failure to utilize proper procedure or equipment can result in immediate discipline up to and including termination from employment.

### **Other Requirements**

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Company officials will conduct periodic inspections of work areas to insure that the work area meets the guidelines put forth by clients, jurisdictions or other regulations mandated by government.

Persons intentionally or unintentionally violating safety rules, thereby being responsible by their actions for incidents causing personal injury, death, or damage to property or the environment, may be suspended from employment pending the outcome of a full investigation of the incident. These individuals may also be held personally liable pending the outcome of the investigation.

The results of the investigation will be a factor in determining whether the individuals involved will be disciplined, or returned to regular work status.