

Manual Section 1	Issue Date 04/23/04	Revision Date 06/15/21	Policy Number LLCP-007
	Discipline Policy		

Purpose

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct.

The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our customers.

Reasonable rules concerning personal conduct of employees are necessary if the facility is to function safely and effectively. You will be kept informed of department rules and changes to those rules by your supervisor or department head.

Our Company believes that you want to, and will, do a good job if you know what is required to perform your job properly. Your supervisor is responsible for ensuring that you know what is expected of you in your job, Further, it is company policy that employees are given ample opportunity to improve in their job performance.

Scope

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

Policy

Degrees of discipline are progressive and ensure that the employee has the opportunity to correct his or her performance. The Corporate HSE Department is responsible for enforcement of this policy. Oral and written warning will be given with the following factors considered.

- How many different offenses are involved
- The seriousness of the offense
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

Exceptions

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company / customer’s property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of the Company after investigation and analysis of the total situation, past practice, and circumstances.

PROGRESSIVE DISCIPLINE PLAN

Misconduct

The Company has a progressive discipline policy. The goal of the progressive discipline system is to give our employees an opportunity to correct employment problems that may arise, rather than to punish employees.

The employee will be kept informed of the Company’s rules and the employee is expected to follow them.

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Supervisor Responsibility

Management and supervisors will be responsible for ongoing compliance with this policy within their work areas. Supervisors are expected to adhere to standard practices in resolving issues of nonconformance (in addressing employee complaints) and maintaining expected levels of productivity within their respective work groups. Physical inspection of work areas that indicate violations showing overall lack of commitment to accompany safety goal, shall be under the same level of disciplinary actions.

Immediate Disciplinary Action

The Company believes that engaging in certain types of misconduct should subject an employee to immediate suspension or discharge, rather than allowing opportunity for correction of behavior through progressive discipline steps.

The following is a list of conduct for which immediate disciplinary action will be taken:

- Fighting while at work on Company or Customers' property
- Violating Company or Customers' drug and alcohol policies
- Theft
- Threats of violence

Disciplinary Steps

Should there be a problem regarding the employee's adherence to Company rules, the employee will be given three opportunities to change the unwanted behavior:

1. The employee will be given a verbal explanation of the errant behavior, including a reiteration of what the Company's rule regarding that behavior is. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.
2. If the problem persists, the employee will be given a written explanation of the errant behavior, including a reiteration of what the Company's rule regarding that behavior is. In addition, the employee will be advised that continuation of the problem will lead to suspension without pay for a stated period of time. As before, the employee will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.
3. If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be terminated without additional warnings.

The Company reserves the right to bypass the disciplinary process beginning with the first verbal warning. A report of the disciplinary action will be retained in the employee's personnel file; however, if no further disciplinary action is required after 2 years, the report will remain as part of the employee's personnel file but will no longer be considered a part of the employee's record.

Should a challenge arise regarding the disciplinary action in the report, the report may be used in ensuing grievance proceeding.

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Accountability Model

The intent of the model is to provide clear expectations and a transparent process for the determination of accountability for employee behaviors and events within the workplace. This model provides a systematic approach to achieving consistent application of progressive discipline for behavioral issues within the workplace.

