

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc.		Doc No:	DISCPLN
	Safety Management System		Initial Issue Date:	1/1/2017
			Revision Date:	6/22/2026
DISCIPLINARY PROGRAM			Revision No.	1.0
			Next Review Date:	6/22/2029
Issuing Dept: Safety			Page:	Page 1 of 4

Purpose

The purpose of this program is to establish a disciplinary action policy.

Scope

This document is applicable to all employees, contractors and visitors at Dee Cramer, Inc.

Responsibilities

It is the responsibility of all personnel employed by Dee Cramer, Inc. to work in a safe and efficient manner. The safety system provides guidelines and procedures to help ensure that safe work practices are observed. If any employee violates provisions of the Dee Cramer, Inc. safety system or works in a manner that threatens his own health and safety or that of the employees around them, they will be subject to disciplinary action, up to and including termination of employment.

The safety department, managers/supervisors, superintendents and foremen hold positions responsible for enforcing the safety system and for issuing disciplinary action as required by this section.

Physical inspections by Dee Cramer, Inc., officials or insurance representatives shall occur. Dee Cramer, Inc. officials must conduct periodic inspections of work areas to ensure compliance with safety rules and policies.

Requirements

Safety is a core value and a condition of employment at Dee Cramer, Inc.

Examples of actions that constitute a safety violation include but are not limited to:

- Not following verbal or written safety procedures, guidelines or rules of Dee Cramer, Inc. or our clients
- Horse play, failure to wear required PPE, and or abuse of PPE
- Being under the influence of drugs or alcohol during work
- Bringing weapons on the job site
- Failure to report incidents or injuries
- Attempted or actual physical force to cause injury, threatening statements or other actions to cause an employee to feel they are at risk of injury.

Procedure

The following procedures will include a safety violation notice:

- The first offense will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct their behavior. The person making this verbal warning will inform the supervisor/manager of their department that this warning has been issued so they may make a written record of the warning.

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			Next Review Date:	6/22/2029
Issuing Dept: Safety			Page:	Page 2 of 4

- The second offense will result in a written reprimand and additional training if applicable. The reprimand will be written on the standard Safety Reprimand form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when applicable). The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The third offense will result in another written reprimand (using the standard form) and punitive layoff, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The fourth offense may result in the termination of the offending employee.

All reprimands are given based on severity of the situation and can be escalated at any time.

The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment.

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Issuing Dept: Safety		Page:		Page 3 of 4

Safety Reprimand Form

Date: _____ Reprimand # _____

Issued To: _____

Signature: _____

Issued By: _____

Signature: _____

Violation (Describe in Detail):

Follow up: _____

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc. Safety Management System	Doc No:	DISCPLN
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Issuing Dept: Safety		Page:	Page 4 of 4

Management of Change		
Date	Description of Change	Name
6/22/2026	Formatting and general flow updates	Madelyn Nichols