



**Airswift**  
**HSE Management System**  
**Safety Disciplinary Policy**

**Important Notice:**

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this document should be addressed to the Operations Manager – North America.

<b>Prepared</b>	<b>Reviewed</b>	<b>Approved</b>	<b>Effective Date</b>	<b>Issue Number</b>
<u>Kellie Tetley</u> <b>Name</b>	<u>Sam Cross</u> <b>Name</b>	<u>Sam Cross</u> <b>Name</b>	<b>02/14/2023</b>	<b>3</b>
_____ <b>Signature</b>	_____ <b>Signature</b>	_____ <b>Signature</b>		

Airswift wants its employees to work in a positive, productive atmosphere. However, employees who violate safety rules must be disciplined in order to protect their own safety and the safety of their coworkers. Depending on the severity and frequency of a safety violation, an employee may be:

- immediately discharged;
- suspended; or
- given a verbal and/or a written warning.

The following disciplinary guidelines classify violations according to their seriousness (Groups A, B, and C), for which certain penalties are enforced. Unsafe conduct by an employee may violate several provisions of the different groups. This list is intended to suggest examples of unsafe behavior. It is not a comprehensive list of all safety violations for which an employee may be disciplined or discharged.

Supervisors, foremen, and/or managers are typically responsible for enforcement of the health and safety rules, policies, and/or procedures. Disciplinary action will typically be initiated by a supervisor, and may involve Senior Management, and the Health and Safety and/or Human Resources (HR) Department(s), where applicable.

**The following disciplinary policies do not in any way bind Airswift to follow a particular course of conduct. Airswift in its sole discretion may change these policies at any time. In addition, nothing in the policies changes the at-will nature of employment with Airswift. An employee may still be terminated with or without cause, with or without notice, at the option of either Airswift or the employee, except as otherwise provided by law.**

Employees are informed of the Safety Discipline policy at the time of onboarding and annually thereafter and are required to read and acknowledge the company's policy.

## **High**

1. Deliberate violation of any safety rules
2. Deliberate violation of Life Saving Rules
3. Being intoxicated or under the influence of any controlled substances while at work
4. Deliberate or reckless misconduct that endangers the life or safety of others
5. Possession of alcohol or illegal drugs on Company premises or client sites
6. Deliberate destruction or damage to Company property or client sites

## **Medium**

1. Negligence that damages Company or Client property
2. Negligence that endangers the safety of others
3. Unintentional safety violations that endanger the safety or health of others
4. Failure to report conditions that one believes to be unsafe
5. Failure to exercise Stop Work Authority when a perceived unsafe condition or behavior may put someone in imminent danger or result in an unwanted event
6. Smoking or eating in unauthorized area
7. Speeding or unsafe operation of a forklift or any other Company vehicle
8. Driving a forklift or any other machinery without required approval
9. Failure to properly record safety information for which one is responsible



- 10. Improper refusal to obey a supervisor's safety instructions
- 11. Failure to properly and immediately report any accident or injury
- 12. Failure to properly or immediately report any accident involving Company or client equipment

**Low**

- 1. Violation of personal protective equipment policy that does not result in injury to oneself or others
- 2. Poor housekeeping
- 3. Failure to participate in group safety meetings
- 4. Failure to perform inspections of tools or machinery
- 5. Failure to report machine or tool deficiencies
- 6. Failure to learn Company safety rules and regulations
- 7. Low fleet vehicle score card (60 or under)

## Disciplinary Penalties

The following list provides a general guide for disciplinary actions for the above violations.

	1st offense	2nd Offense	3rd Offense
<b>High</b>	Immediate discharge		
<b>Medium</b>	Warning or suspension	Discharge	
<b>Low</b>	Warning	Warning or suspension	Discharge

### Written Warnings

When given, written warnings may help employees know where they stand and improve their performance. The Company attempts to issue written warnings that include the reasons for the supervisor's dissatisfaction. Warnings usually include a statement of the actions you need to take or results that need to be achieved to avoid further problems. **However, the written warnings do not legally obligate or bind the employer or alter the at-will nature of the employee's employment with the Company. An employee who has received a warning may still be terminated with or without cause and with or without notice, at any time, except as otherwise provided by law.**

Any employee who receives a written warning must immediately acknowledge receipt by signing the warning. An employee who disagrees with the written warning may discuss his or her reasons for doing so with the supervisor. It is generally best to inform the supervisor of any error at the time the warning is issued. In fact, there is a place on the form for the employee to do so. An employee who believes that the supervisor has not responded fairly to the employee's comments may contact the Operations Manager.



<b>Employee Name:</b>			
<b>Job Title:</b>		<b>Date of Warning:</b>	Click or tap to enter a date.
<b>Client Name:</b>		<b>Supervisor Name:</b>	
<b>Location of Violation:</b>		<b>Date/Time of Violation:</b>	Click or tap to enter a date.

**Type of Safety Violation**

High 1.Immediate Discharge	Medium 1.Warning or Suspension 2. Discharge	Low 1.Warning 2. Warning or Suspension 3. Discharge
<input type="checkbox"/> Deliberate violation of any security or safety rules <input type="checkbox"/> Deliberate violation of Life Saving Rules <input type="checkbox"/> Being intoxicated or under the influence of any controlled substances while at work <input type="checkbox"/> Deliberate or reckless misconduct that endangers the life or safety of others <input type="checkbox"/> Possession of alcohol or illegal drugs on Company premises <input type="checkbox"/> Deliberate destruction or damage to Company property <input type="checkbox"/> Other _____	<input type="checkbox"/> Negligence that damages Company property <input type="checkbox"/> Negligence that endangers the safety of others <input type="checkbox"/> Unintentional safety violations that endanger the safety or health of others <input type="checkbox"/> Failure to report conditions that one believes to be unsafe <input type="checkbox"/> Failure to exercise Stop Work Authority when a perceived unsafe condition or behavior may put someone in imminent danger or result in an unwanted event <input type="checkbox"/> Smoking or eating in unauthorized area <input type="checkbox"/> Speeding or unsafe operation of a forklift or any other Company vehicle <input type="checkbox"/> Driving a forklift or any other machinery without required approval <input type="checkbox"/> Failure to properly record safety information for which one is responsible <input type="checkbox"/> Improper refusal to obey a supervisor's safety instructions <input type="checkbox"/> Failure to properly and immediately report any accident or injury <input type="checkbox"/> Failure to properly or immediately report any accident involving Company or client equipment <input type="checkbox"/> Other _____	<input type="checkbox"/> Violation of personal protective equipment policy that does not result in injury to oneself or others <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Failure to participate in group safety meetings <input type="checkbox"/> Failure to perform inspections of tools or machinery <input type="checkbox"/> Failure to report machine or tool deficiencies <input type="checkbox"/> Failure to learn Company safety rules and regulations <input type="checkbox"/> Violation of Fleet Vehicle Policy <input type="checkbox"/> Other _____

**Type of Fleet Violation**

<input type="checkbox"/> <b>Damage to Vehicle</b>			<input type="checkbox"/> <b>Low Scorecard</b> (60 or less per month)
<b>First Warning</b>	<input type="checkbox"/> <b>If at fault:</b> <ul style="list-style-type: none"> <li>No driving for a min. of 24hrs.</li> <li>Require training before RTW.</li> <li>Billed for losses \$1000.00</li> <li>Fleet approval before RTW.</li> </ul>	<input type="checkbox"/> <b>Not at fault:</b> <ul style="list-style-type: none"> <li>No driving for a min. of 24hrs. * *At discretion of Fleet Team, depending on severity.</li> </ul>	<ul style="list-style-type: none"> <li>Provide a form with score/reasoning for EE to acknowledge and sign</li> <li>Require training to be completed within 14 days</li> </ul>
<b>Second Warning or Suspension</b>	<input type="checkbox"/> <b>If at fault:</b> <ul style="list-style-type: none"> <li>Loss of commuting privileges for 30 days</li> <li>Require training before RTW.</li> <li>Billed for losses \$1000.00</li> <li>Fleet approval before RTW.</li> </ul>	<input type="checkbox"/> <b>Not at fault:</b> <ul style="list-style-type: none"> <li>No driving for a min. of 24hrs.</li> </ul>	<ul style="list-style-type: none"> <li>Provide a form with score/reasoning for EE to acknowledge and sign</li> <li>Require training to be completed within 14 days</li> <li>Loss of commuting privileges until the score card is above 60</li> </ul>
<b>Third Immediate Discharge</b>	<input type="checkbox"/> <b>If at fault:</b> <ul style="list-style-type: none"> <li>Termination</li> </ul>	<input type="checkbox"/> <b>Not at fault:</b> <ul style="list-style-type: none"> <li>At discretion of Fleet Team, depending on severity.</li> </ul>	<ul style="list-style-type: none"> <li>Termination if scorecard is 60 or less for 3 consecutive months</li> </ul>



Violation Occurrence	Previous Warning
<input type="checkbox"/> <b>First</b> <input type="checkbox"/> <b>Second</b> <input type="checkbox"/> <b>Third</b>	<p><b>1<sup>st</sup> Warning</b> Date: Click or tap to enter a date. Type: <input type="checkbox"/> Verbal <input type="checkbox"/> Written By: _____</p> <p><b>2<sup>nd</sup> Warning</b> Date: Click or tap to enter a date. Type: <input type="checkbox"/> Verbal <input type="checkbox"/> Written By: _____</p> <p><b>3<sup>rd</sup> Warning</b> Date: Click or tap to enter a date. Type: <input type="checkbox"/> Verbal <input type="checkbox"/> Written By: _____</p>

**Employer Statement:**

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**Employee Statement:**

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**Action to Be Taken:**

Warning                       Probation                       Suspension for Choose an item. days.  
 Termination                       Other \_\_\_\_\_

**Consequence should incident occur again:**

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**You are formally being warned to bring to your attention to the severity of your violation. Failure to demonstrate immediate and sustained improvement in these areas may result in further corrective action, up to and including termination. By signing the below, you acknowledge that you have received this notice.**

<b>Employee Signature:</b>	<b>Date:</b>
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<b>Supervisor/Account Manager Signature:</b>	<b>Date:</b>
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**Airswift**  
**HSE Management System**  
**Date: 02/14/2023**  
**Version: 3**  
**Owner: Operations Manager - North America**



**Document Control – Revisions and Amendments**

<b>Version Number</b>	<b>Effective Date</b>	<b>Author</b>	<b>Amendments</b>	<b>Reason for Amendments</b>
1	04.03.2019	Julia Arevalo	None	None
2	04.18.2019	Julia Arevalo	Add in Disciplinary Forms	
3	02.14.2023	Kellie Tetley	Supervisor/Training	Update