

## SAFETY DISCIPLINARY POLICY

The health and safety of our employees and the workplace is (insert company's name)'s top priority. To ensure that every individual is diligently practicing the company's safety policy, the following Safety Disciplinary Policy will be strictly followed. Our company believes that in order to maintain a safe and healthy workplace, employees must be cognizant and aware of all company, state and federal safety and health regulations as they apply to specific job duties.

The following disciplinary policy shall be in effect for all employees and applies to all safety and health violations. In general, each violation will follow the chronological and subsequent step; however, the company has the right to skip any step depending on the seriousness of the violation.

Steps:

**STEP 1:** A first time violation shall require an in-person meeting between the company supervisor and the employee as soon as possible.

**STEP 2:** A second time violation shall require a written documentation that summarizes the safety and health violation(s) and a copy of this written document shall be entered into the employee's personnel file.

**STEP 3:** A third time violation may result in either a [paid/unpaid] suspension or a possible [immediate] termination of employment, depending on the severity of such violation.