

# CORRECTIVE ACTION AND DISCIPLINARY



Doc. Type:	Program	Effective Date:	5/1/2017
Section:	16	Revision Number:	00
Status:	Issued	Last Revised:	5/1/2017

## **1. BACKGROUND**

- a. Ongoing communication, effective feedback, corrective action, and discipline are essential to performance improvement in quality and safety. To maintain the strength and effectiveness of our Health, Safety and Environmental process our expectations of procedures, plans and regulatory compliance must be applied consistently throughout the organization.

## **2. PROCESS**

- a. This performance management process involves providing corrective feedback to employees about their performance when necessary. In some instances, supervisors must take additional intervention steps to ensure individual's performance is acceptable for operations and safety. Supervisors are expected to intervene when performance standards are not meeting standards. This will include setting clear expectations for performance standards, goals, and objectives.
- b. Assuming an attitude of helpfulness rather than power is key when providing corrective performance feedback. Discussing the incident with the employee immediately shows respect. During the discussion, it is necessary to specifically describe the behavior in question without passing judgment.
- c. Employees are expected to communicate openly with supervisors any questions, comments, or concerns regarding work behavior or role expectations.

## **3. LEVELS OF INTERVENTION**

- a. **Verbal Feedback.** The first level of intervention will be to provide verbal prompts, providing corrective action plan, and/or directing individual or group training to address specific behaviors relating to undesirable work behaviors, and/or relevant to improved safe performance.
- b. **Warning.** The second level of intervention will include documenting unacceptable performance and sharing solutions with the individual on strategies to improve performance. The use of a Supervision Review Form will be used to address this level of intervention.
- c. **Corrective Action.** The third level of intervention will include a Corrective Action Plans. Management and the Human Resource Department must be involved now, and will include specific performance improvement plans that will need to be followed, or termination will result. A Corrective Action Plan form will include the areas that need improvement, the action (s) that must be taken to correct performance. Signatures of attending employees, supervisors, human resources, or management must be included.

# CORRECTIVE ACTION AND DISCIPLINARY



Doc. Type:	Program	Effective Date:	5/1/2017
Section:	16	Revision Number:	00
Status:	Issued	Last Revised:	5/1/2017

- d. **Suspension.** The fourth level of intervention will be suspension or termination. Suspension is a period during which the employee is not allowed to attend or perform any company work function, and thus, they will not be compensated during this time.
- e. **Dismissal/ Termination.** Certain circumstances warrant disciplinary action, and upon violation of any safety rule as outlined in the HSE Safety Manual may result in Dismissal/ Termination. Dismissal is the permanent separation of an employee of the company. The severity of the penalty will be in direct correlation to the severity of the safety violation. If it is discovered that a gross neglect or violation could have resulted in the loss of any employee's life, it will result in immediate dismissal and can occur with or without any prior warnings. An exit interview will be conducted and documented using the Exit Interview Form.

NOTE: Upon physical inspection of **H2 Enterprises, LLC (H2)** workplaces that indicate violations showing an absolute lack of commitment by Supervisors or any employee of **H2's** Safety Goals, this shall be considered under the same level of discipline as an actual offense.