

## Schedule of Disciplinary Action

### General:

In order to advise you on what the company expects in respect of attitude and conduct, this set of rules and regulations has been drawn up for your guidance. These rules and regulations have been formulated without prejudice to the right of the company to institute additional rules and regulations, or to amend, or cancel, any herein stated. This is by no means a complete list covering every contingency; but items are listed here with the purpose of establishing a guideline for common sense, good judgement and fairness.

All employees are hired on a probationary basis pending satisfactory outcome of investigations of work records and on the job performance.

Burlington Paving Company Limited will not be held responsible to find employment for drivers whose license has been suspended or revoked for any reason.

### Vehicle Accidents:

Accidents for which the employee is at fault, or for which his actions or lack of action is a contributory factor, will result in disciplinary action, which may range from reprimand to dismissal, according to the seriousness of the accident, the degree of negligence or carelessness, and frequency of accidents in which the driver has been at fault. Failure to report all such accidents immediately to his superior may result in dismissal.

### Personal Injuries:

Any employee who suffers a personal injury shall report immediately for treatment. Failure to do so may result in disciplinary action ranging from reprimand to dismissal.

### IMMEDIATE DISMISSAL:

- a. Tampering with safety devices on vehicles or power equipment
- b. Use or possession of narcotics, drinking or in possession of alcoholic beverages while on duty or on company property.
- c. Conducting duties or operating machinery while under the influence of narcotics or an intoxicant.
- d. Failure to notify management of prescribed medications that warn against the operation of equipment or working around machinery.
- e. Theft, dishonestly or willful damage of company or clients property.
- f. Falsification of documents ie: Time sheets, fueling logs, trip reports.
- g. Careless or reckless operation of equipment or driving of vehicles.
- h. Acting in contravention of the Occupational Health and Safety Act.
- i. Smoking while dispensing or carrying gasoline or other flammable liquids, or where these liquids are stored, or in a "NO SMOKING" area.

1<sup>st</sup> offense - dismissal

### **Verbal Warning, Written Warning with possible Suspension, Dismissal**

- a. Operating vehicles or power equipment with radiator or grill covered or obstructed with unauthorized covering.
- b. Failure to ensure that all vehicle and power equipment is properly serviced for gas, oil, water and that all tire pressures are checked before leaving the yard.
- c. Failure to keep cab interior, windshield, tail lights and license plates clean and in good appearance.
- d. Failure to report mechanical defects in equipment on equipment shift check sheets.
- e. Failure to ensure that brakes, lights, steering, flares, turn indicators, windshield wipers and tires are in good condition
- f. Failure to secure tarpaulin to cargo and make certain tarpaulin used is in good condition.
- g. Failure to secure load to vehicle.
- h. Failure to ensure that units are properly hooked up, safety pin engaged, and trailer supports are fully raised and removed.
- i. Unauthorized use of vehicles or equipment without written permission.
- j. Mishandling or abuse of Company equipment or property.
- k. Discourtesy to clients or members of the general public.
- l. Failure to obey instructions due to insubordination.
- m. Mishandling of materials.
- n. Standing directly under an overhead load.
- o. Oiling and greasing moving machinery except where safety devices permit.
- p. Failure to return to the shop, small tools, jacks, pullers etc to their designated storage space after use.
- q. Failure to leave grease pit, work areas, etc, in a clean and safe condition after use
- r. Failure to report to the supervisor or foreman at the specified time when required to do so without a reasonable explanation.
- s. Failure to report mileage daily as instructed.
- t. Failure to follow routing as designed or instructed except official traffic detours or acceptable explanation.
- u. Towing vehicles without permission.
- v. Permitting other than employees of the employer to ride in or on a company vehicle.
- w. Unauthorized stopovers for personal reasons while going to or from the point of delivery. Subject to Article 114.
- x. Failure to stop at railroad crossing where visibility is obstructed or there is any possibility what so ever of insufficient clearance except for mechanical failure.
- y. Changing gears while crossing railroad tracks.
- z. Trucks being parked for authorized stops on route must comply with the following procedure:
  - i. Motors must be shut off.
  - ii. Trucks are to be left in gear, with the emergency brake set, ignition key removed and front wheels turned against the curb where possible, according to M.T.C. or Department of transport regulations.
  - iii. Parked trucks left in a public place and unattended shall be locked up to prevent tampering.

- iv. Trucks parked along the shoulder of a highway due to breakdown, or emergency, shall have safety flares set out 100ft. to the front and rear. Drivers are to ensure flares are on the vehicle and in good condition at all times and are to report to the foreman if this is not the case.

**Personal Protective Devices:**

Burlington Paving provides each worker with \$150.00 Safety clothing allowance in addition to two Safety Shirts per season, or two safety vests. Safety Goggles, hearing protection, bug spray and sunscreen are made available.

It is expected that Hard Hats and protective foot wear are worn at all times while on site. Other protective materials and devices are to be used when deemed appropriate.

**Verbal warning, Written warning with possible suspension, dismissal, when:**

- a. Failure to wear protective clothing and equipment or to use safety devices as instructed.
- b. Failure to wear hard hats at all times, except when inside the cab of a vehicle.
- c. Employees working on moving machinery shall not wear loose clothing that may get caught in the moving parts.
- d. Failure to wear long trousers.
- e. Failure to notify the Company not less than one (1) hour before regular starting time when unable to report for work without a reasonable explanation.
- f. Reporting late for work without reasonable explanation.
- g. Failure to have a fire extinguisher in the immediate vicinity when welding or cutting equipment is in use.

**Attendance:**

- a. Absence for three(3) successive working days without notification to supervisor, or foreman, will be considered as an employee quitting voluntarily.