

**Horne Enterprises
Pty Ltd**

**Occupational Health
and Safety
Policy Manual**

OCCUPATIONAL HEALTH AND SAFETY OBJECTIVES

Our mission is to operate our business ensuring the safety and well being of our employees, contractors, clients and visitors.

General safety guidelines

Our objective is ensuring all employees are properly trained to operate in our workplace in a safe and professional manner. All irregular occurrences including accidents and incidents must be reported to the manager and logged in the OH&S diary for investigation. These entries will be reviewed and, if necessary, modifications will be made to our policies to ensure our OH&S mission is accomplished.

1. We seek your total co-operation to ensure our health and safety objectives provide a safer working environment.
2. Safety rules are introduced to ensure your safety. They must be observed at all times.
3. Every accident, incident, near miss and equipment malfunction, and necessary repairs must be reported and logged in the OH&S diary.
4. All persons requiring first aid treatment must contact the first aid officer to render the appropriate treatment and enter the details in the OH&S diary first aid register.
5. Appropriate personal protective equipment (PPE) supplied and/or required must be worn at all times in accordance with the PPE Policy.
6. All work areas must be kept clean and tidy at all times.
7. Air lines **MUST** be retracted immediately after use.
8. Fire hazards must be eliminated and/or adequate protection taken. All flammable or hazardous materials must be stored in accordance with the Hazardous Goods Regulations 2000. All employees must be familiar with the emergency response procedures.
9. To avoid unnecessary risks of injury, jewellery and ties must be removed and long hair tied back before using machinery.
10. Any foolish or irresponsible behaviour and practical joking can result in an accident. These practices are strictly forbidden.
11. Please notify your manager immediately if you consider any work practices or unsafe piece of equipment could cause an injury.
12. If you consider any workmate or contractor is working in an unsafe manner please contact the supervisor immediately.
13. All plant and equipment must be used in a safe manner and in complete accordance with the manufacturers recommended use.
14. Only employees who have a current operator's licence are permitted to operate forklifts.
15. Seat belts must be worn.
16. Any spills in the workplace must be cleaned up immediately and floors kept clear of obstruction.

17. Be mindful of electrical safety in the workplace and always keep power leads and appliances away from water. Do not overload power points by using multiple power boards or double adaptors. All hand held tools and extension leads must be tested and tagged quarterly.
18. Access to storage in high places must be in accordance with the height requirements of the OH&S (Prevention of Falls) Regulations 2003, which apply to all employers and employees across all industries when working at heights above two metres.
19. Climbing on office furniture or chairs is strictly forbidden.
20. Children are not permitted in the workplace unless management has approved prior authorisation.
21. Under no circumstances are pets permitted in the workplace.

RISK MANAGEMENT POLICY

Mission

To ensure the health, safety and wellbeing of our employees, contractors, clients and visitors while in our workplace. We must identify the risks to which our company is exposed and implement control measures, which will reduce these risks to an acceptable level in compliance with the OH&S Act.

Policy

The company, as a core management tool for all decision making, must embrace risk management.

Implementation of risk management will be through the existing management structure and must involve all employees.

Implementation process

1. All managers, supervisors and staff must actively support risk management.
2. The policy will be communicated to all staff and their involvement is a mandatory requirement.
3. Adequate resources must be allocated by management ensuring the processes are implemented and reviewed.
4. All risk must be identified. Risks will include, but not be limited to, ergonomic, economic, environmental, financial, security and occupational health and safety.
5. Risks will be evaluated against their likelihood of occurrence and the possible consequences of their happening. These evaluations will be used to prioritise action plans.
6. Control measures, where required, will be implemented and reviewed to ensure their effectiveness.
7. Documentation must be maintained and modified where required.
8. Before commencing work risk assessments must be completed and approved.
9. Provide traffic management where required.

DISCIPLINARY ACTION AND DISMISSAL POLICY

We pride ourselves in having thorough job descriptions and an extensive training program for each employee. We hope this minimises the need to enforce this policy.

STAGE ONE – the verbal warning

Stage one of the disciplinary action procedure is a verbal warning held in the form of a counselling meeting. This meeting will be between the Shift Manager or General Manager and the employee. An independent observer may be invited to this meeting. The conduct, capacity or performance allegations will be heard and the employee will be given the opportunity to respond. An agreed plan of action will be reached to improve performance standards or the appropriate conduct will be outlined. A written record will be made of this meeting and the employee will be asked to read and sign the record as correct. It will also state that if this behaviour persists it may result in termination of their employment. The employee will then be given a copy for their record and a copy will be kept in their employee file. If there are no repeat occurrences the employee will be commended and their employment retained.

STAGE TWO – the written warning

The second stage of disciplinary action will be undertaken if the behaviour persists. This consists of a written warning outlining the behaviour or problems being encountered and possible solutions. It will also give a review date for the employee's conduct, capacity and performance.

STAGE THREE – the final warning

A further repeat of this conduct will result in a final warning. A counselling meeting of the same format as stage one will occur giving a very clear message that if this behaviour persists the company will either terminate the employment or the employee will be demoted within the company. Records will be made from this meeting as in stage one. These records will be kept in the employee's file for a period of two years.

INSTANT DISMISSAL

There are certain behaviours that will not be tolerated and may result in the instant termination of employment:

- theft of company products, workplace equipment.
- assault of a co-worker or client.
- abuse of a co-worker or client.
- breaching the Company's confidentiality.
- fraud.
- intoxication at work.
- behaviour which could jeopardise the health, safety or profitability of other employees or the company.
- wilful or deliberate behaviour inconsistent with your employment contract.

Each incident of misconduct will be reviewed on its merits.

The employee will be given the opportunity to respond to any allegation before a decision is reached.

DRUG AND ALCOHOL POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. Drugs and alcohol influence an employee's ability to maintain safe practices, endangering themselves and other workers.

Research has proven that drugs and alcohol will, in nearly all circumstances, impair an individual's performance, hours after their consumption. You must inform management immediately if you have a blood alcohol level above 0.00ml/l or you are under the influence of non-prescription drugs, upon arrival at the workplace and especially before commencing duty. An employee must remain uninfluenced by drugs and alcohol for the duration of each shift. This policy includes employees engaged in after hours work, on standby availability, casual or contract workers. An employee must not drive a company vehicle or operate machinery if they may be above the 0.00ml/l blood alcohol limit or are under the influence of non-prescription drugs.

The exception to this policy will be made if a doctor's letter is given to management stating what prescription drugs have been taken. The letter must state that normal duties will not be affected and you will be able to work safely.

Any kind of substance abuse is regarded as a medical condition. We encourage employees to seek professional guidance.

You must immediately notify management if you are in breach of this policy. If you suspect another employee is in breach of this policy you must notify management immediately.

From time to time the company may host social functions and you are required to avoid excess alcohol consumption and not take illegal drugs during or prior to these events.

Confidentiality is to be strictly observed in these matters.

A breach of this policy may lead to disciplinary action, which may result in termination of employment.

FIRE AND EMERGENCY EVACUATION POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. If a fire or other emergency occurs requiring evacuation of the premises the following procedures apply:

- Alert all persons within the vicinity.
- If possible assist and remove any person(s) in immediate danger. Do not put yourself in danger in this situation.
- Call the emergency 000 and ask for fire brigade attendance at our address.
- If possible, confine the fire to prevent injury or damage. Employees trained to use fire-fighting equipment should make every endeavour to confine the fire until emergency services arrive. If there are risks when endeavouring to confine the fire, evacuate immediately and close all doors.
- Employees trained in the use of fire extinguishers can use these to confine the fire if it is safe to do so. If any risks are associated with this, evacuate the area immediately, closing any doors behind you.
- **The emergency evacuation area is the carpark outside the office. Exit via nearest door.**
- All areas must be cleared and all persons must be accounted for.
- An emergency evacuation assembly area must be included in the fire and emergency evacuation map.
- Ensure all employees are at the evacuation assembly area. Give emergency services all known details of the incident and notify them immediately if any employees are missing.
- Employees must remain in the emergency evacuation area until emergency services declare the premises to be safe for re-entry.

FIRST AID POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. First aid is the first response treatment and stabilisation of ill or injured persons.

Urgent conditions

Any accident resulting in the injury of an employee, contractor, client or visitor on our site must be attended to immediately. Chest pains and breathing difficulties are to be regarded as serious and require immediate medical intervention. There are four main conditions, which require immediate attention:

1. Arterial bleeding needs to be stopped immediately by applying direct pressure.
2. Any person who has stopped breathing or who has suffered an electric shock needs artificial respiration commenced immediately. If an electric shock has occurred turn all power off prior to resuscitation. Trained personnel should only perform resuscitation.
3. If an injured or ill worker goes into shock ensure they are kept warm, quiet and reassured.
4. If poisoning occurs call the **Poison Information Centre** for advice on 131 126.

In all instances of serious injury call 000 and request an ambulance. Ensure the relevant MSDS (material safety data sheet) is available for emergency services.

First aid kit

The OH&S Act requires a first aid kit, fully serviced, must be on the premises. It is recommended it be in a clean location near running water with directional signage to its location. It is recommended that clearly labelled, preferably single use, disposable items be provided within use-by dates.

- **The first aid kits are located on the wall outside the office and on internal walls in factories 2 and 3.**

It is advisable to ensure a mask, suitable for expired air resuscitation to minimise the chances of contracting HIV or Hepatitis B.

All company vehicles must have a suitable first aid kit.

First aid records

Every first aid treatment must have all relevant details entered into the first aid log and filed in the OH&S diary. The records must remain in the OH&S diary and be retained for a minimum period of seven years. First aid records are strictly confidential. A copy of the first aid record must be given to the employee. If injured workers are sent to a doctor or hospital, an additional copy of the first aid record and relevant MSDS (if applicable) must accompany them.

First aid officer

The Company trained and appointed first aid officers are:

INCIDENT REPORTING POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. In the event of a workplace incident the following procedures need to be adhered to. An incident is anything that results in harm to persons, damage to property or environment and loss of process or product.

Incident examples include but are not limited to:

Spills – any loss of primary containment of product including product contained within bund (with zero tolerance on volume).

Plant incidents – any car, truck, forklift or plant incidents or serious malfunctions which occur whilst carrying out work-related activities.

Injuries – any workplace incident causing injury which needs first aid or medical attention.

Implosions, explosions or fire.

Serious injuries are when a worker requires treatment at a hospital. WorkSafe should be notified and the necessary paperwork forwarded to them.

If any of the above occur you must:

- Contact the appropriate emergency service for assistance.
- Notify WorkSafe.
- Preserve the site until a safety inspector gives directive to do otherwise.
- Provide written notification within 48 hours on an approved Incident Notification Form and file a copy it in the OH&S diary.

Management must be notified immediately. It may be necessary to inform the insurer. All incidents, regardless of severity, must be recorded in the OH&S diary. It may be necessary to modify a policy from time to time.

Incident and accident analysis and recording

Injury reporting – follow the procedure for a workplace incurred injury.

Property damage – follow up on details and fill in insurance claim, investigate reason for incident, and record any actions taken as a result of the incident in the OH&S diary.

Environment reporting – when a workplace incident causes an environmental risk you must contact the Environmental Protection Agency.

Review all reports in the OH&S diary and develop improvement plans.

MANUAL HANDLING POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. Incorrect manual handling can cause back or other musculoskeletal injuries. Manual handling risk may occur when employees have to lift, manipulate, lower, carry, push, pull, hold or move an object.

General lifting guide

- Warm up and stretch prior to lifting.
- The object to be moved must be as close as possible to the body.
- Ensure smooth, controlled movements when lifting or moving an object. Sudden sharp, jerking movements may result in injury.
- Turn with the whole body.
- While lifting have the chin tucked in.
- Get a good firm grip on the load.
- Always use mechanical assistance where it is available.
- Ask for assistance if you are uncertain.

Do not:

- Attempt to lift any load which exceeds 20kg.
- Lift or move an object if you consider the movement could jeopardise workplace safety.
- If the object exceeds 20kg seek assistance or use a mechanical aid.
- Stretch to handle an object.
- Lift with the back.
- Lift and twist.
- Lift immediately after driving a vehicle.

Ways to minimise injuries

- Provide trolleys and other mechanical assistance for moving or lifting objects.
- Ensure the path is kept clear while employees are lifting or manipulating objects.
- Store loads to be lifted at a height of 70-80 cm.
- Where possible do not store items above shoulder height.
- Design the workplace to ensure items are stored at the minimum possible distance from where they are to be used or packed.
- Ensure all employees are adequately trained to perform manual handling.
- Provide task variety for employees to reduce fatigue.
- Work in teams to make the task easier.

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. The OH&S Act specifies the condition where the employer must identify all risks in the workplace and take the necessary steps to eliminate such risks. If the risks cannot be totally eliminated, the employer must identify and supply all the necessary Personal Protective Equipment (PPE) to minimise the risks, post their usage (with PPE signage) and enforce the usage of all PPE equipment under the requirements of the disciplinary action and dismissal policy. The employer must ensure the PPE equipment is adequate. The PPE equipment provided is owned and maintained by the employer.

The following personal protective equipment MUST be worn where required:

Safety helmets

Safety glasses and/or face shields

Ear plugs and/or ear muffs

Gloves

Steel cap or safety boots

High visibility clothing

Safety harness

Eye protection must be worn when using the high pressure cleaner

If applicable, the Sun Protection Policy will be compliant with the PPE Policy. It must be worn and/or applied to ensure all outdoor employees are adequately protected from ultra violet radiation.

Any breach of this policy may result in disciplinary action and/or dismissal.

SMOKING POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors.

The Victorian Government has banned smoking in the workplace. Section 21. Duties of the Employer, in the Victorian Occupational Health and Safety Act states this ban must be enforced at all times. Our workplace must be smoke-free.

The Smoking in Victorian Workplaces Guidelines will be found on the notice board in the workplace. **Fines** for not complying with these guidelines will result in the following amounts:

An individual \$104.81 to \$524.05

The company \$104.81 to \$524.05

The company will be fined the equivalent amount of the individual's fine for each offence.

Smoking is strictly forbidden in the toilets or close to any open doorway to avoid smoke entering the workplace.

Any breach of this policy may result in disciplinary action and/or dismissal.

ENVIRONMENTAL POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. Employees must ensure our work practices are conducted to protect our environment.

It is our responsibility to ensure we decrease our volume of waste. We must decrease the volume of waste generated. Recycling should be prime criteria.

To achieve our goal all employees must minimise the environmental impact by:

- Washing company plant and vehicles in the designated areas.
- If there are no designated areas for washing plant and vehicles, they must be washed away from driveways, gutters and roads to eliminate run-off into storm water drains.
- If declared weeds grow on the job site we must ensure all soil and seeds are removed from plant and vehicles.
- Only mix chemicals in the designated areas.
- Dispose of chemicals as per the material safety data sheets (MSDS).
- Chemicals must never be washed down drains or gutters.
- If a chemical spill occurs, contain and clean up the spill as per the directions on the MSDS.
- Remove all rubbish and waste from the work area and dispose of correctly.
- Take steps to prevent soil erosion.
- Reduce the impact of our workplace on native flora and fauna.
- Recycle wherever possible.

HAZARDOUS SUBSTANCES POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors. Exposure to hazardous substances may result in skin complaints, breathing difficulties, allergic reactions, burns, cancer and death. Strict adherence with this policy is essential for the health and well being of our employees, contractors, clients and visitors.

All hazardous substances in the workplace must have a material safety data sheet (MSDS). Please follow the information provided: References to caution, storage, spillage, warning, safety directions or a Hazchem diamond will require a MSDS to be obtained by the supplier. The MSDSs must be placed in a binder located in the workplace for access by employees or emergency services.

The MSDSs will contain information for usage of the substance, whether it is hazardous or not, emergency contact numbers, first aid measures if exposure occurs, handling and storage information, disposal information, personal protection measures needed and what to do if spillage occurs.

Procedures for handling substances

- Ensure you have been trained to use the substance.
- If transporting the substance follow the transportation advice found on the MSDS and ensure the MSDS is in the vehicle carrying the substance.
- Follow the label, MSDS for the safe handling and personal protective equipment (PPE) needed.
- Ensure the labels are fixed to hazardous substances containers and are legible.
- Follow the MSDS for the storage, disposal and use of substances.
- Following your training and the information on the MSDS if exposure to hazardous substances occurs.
- Always wear the appropriate PPE when opening, mixing or disposing of substances as stated on the MSDS.

Non-compliance with this policy may result in disciplinary action.

SOCIAL FUNCTIONS POLICY

From time to time the company may host social functions to celebrate company achievements. These functions may be internal company functions or others attended by customers and local dignitaries. All employees must be mindful of social etiquette and be responsible ambassadors of the company.

Employees must avoid excess alcohol consumption and must not use illegal drugs. Our smoking policy applies to all social functions.

This policy also applies to employees invited to attend social functions hosted by clients, suppliers, distributors or local business groups.

Any breach of this policy may be subject to disciplinary action.

INTERNET ACCESS POLICY

The use of the internet is a valuable workplace tool. To protect against misuse, this policy must be adhered to.

We reserve the right to monitor, log and/or restrict employee internet access with or without notice.

Our policy is:

- Internet access is permitted to authorised employees only.
- Internet browsing must only be conducted for activities that directly relate to company business.
- All results of network activity conducted on company business with company resources remain the intellectual property of the company.
- Use of the internet for illegal purposes is strictly prohibited.
- Employees are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive, discriminatory or contains profanities.
- Only information relevant to company business may be downloaded.
- The downloading of pirate software, music, DVD movies or explicit material is prohibited if it is in contravention of a license agreement
- Any employee who is aware of unauthorised inappropriate internet usage by another employee is to contact management.

Any breach of this policy is subject to our Disciplinary Action and Dismissal Policy.

SUN PROTECTION POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors.

Medical expert advice confirms the continued long-term exposure of the sun's ultra violet rays will cause cancer-related diseases of the skin.

To minimise the risks all employees working outdoors must:

1. Apply a broad spectrum, water-resistant sunscreen with a SPF of 30+, at least 20 minutes prior to working outdoors. The sunscreen must be re-applied at least every two hours, or in instances where the sun's rays can be more harmful, hourly. Please use the sunscreen provided for your protection.
2. It is recommended a hat with a brim of 10-12 cm should be worn. Hard hats for outdoor workers must be fitted with a brim and neck flap attachment.
3. Outdoor workers are provided with long sleeved collared shirts and trousers. These are made of a tight weave fabric with a loose fitting. The clothing ensures protection of harmful UV exposure to the skin while allowing the employee to remain cool.
4. Sunglasses must be worn and must comply with the Australian Standard 1067:2003. Safety glasses must comply with AS1337 and AS1338.
5. It is recommended outdoor work be completed early in the morning or late afternoon when the UV is at a lower level. Peak UV exposure is between 10am and 3pm.
6. Maximise the use of trees, buildings or umbrellas to provide UV protective shade.
7. The skin should be examined regularly. If there are conditions which do not heal or you notice freckles and moles have changed colour it is recommended you be examined by your local physician or a dermatologist. It is recommended you heed this advice to prevent the development of secondary, life threatening cancers such as melanomas.

USE OF COMPANY VEHICLES POLICY

Persons holding a current driver licence for the class of vehicle can only drive company vehicles.

Drivers must take care when operating the vehicle. Drivers must comply with RTA regulations for driving, reversing and parking the vehicle.

Prior to starting the vehicle for the day drivers must check:

- Water
- Oil
- Tyres
- Battery

Company vehicles must be kept clean internally and externally.

Company vehicles must be washed in accordance with environmental issues and water restrictions.

When vehicles are being cleaned with high-pressure hoses, eye protection must be worn.

Slippery when wet warnings must be placed in the surrounding area of the vehicle being cleaned.

All company vehicles must have an up to date service logbook.

Any breach of this policy may be subject to disciplinary action.

FORKLIFT SAFE WORKING PROCEDURE POLICY

1. A licensed person who wears high visibility clothing must operate the forklift.
2. A daily check list sticker is attached to the forklift.
3. A service logbook must be on the forklift.
4. Gloves have been supplied and **MUST** be worn when changing gas bottles.
5. Forklift warning signs must be fixed to the exterior wall of each vehicle doorway where the forklift operates.
6. Internal warning stickers and/or signs must be placed on any doorway where employees enter the forklift operating area. Similar signs and/or stickers must be placed on both sides of a crossover opening.
7. It must not be driven at more than walking pace (5kph).
8. Before moving extended forks must be retracted, the load lowered and the mast tilted.
9. Upon completion of tasks the forklift must be parked safely. Before alighting the vehicle the driver **MUST** select neutral, engage the handbrake and turn the engine off.
10. To warn workers that the forklift is approaching, the operator must sound the horn at every crossover and when entering or exiting a roller door. Where necessary ask pedestrians to move two metres clear of its area of operation.
11. The forklift driver must ensure that the safe working load is not exceeded.
12. Forklifts are not permitted to carry passengers at any time.
13. If the forklift needs to lift personnel a forklift cage, with compliant harness, must be used.
14. Whilst loading or unloading a vehicle the driver must either remain in the cabin or retire to a designated area.
15. Extra care must be taken when turning corners or uneven floors.
16. All forklift drivers must read the document “A Guide to Operators” issued by WorkSafe.

MACHINERY SAFE WORKING PROCEDURE POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors.

Only authorised personnel who have been trained in the operation of various machines are permitted to operate those machines in our workplace.

All authorised personnel must familiarise themselves, from time to time, with the manufacturer's operational manual for each piece of machinery in our workplace. It is recommended that operator's manuals should be re-read on a yearly basis.

Any breach of this policy may result in disciplinary action and/or dismissal.

WORKPLACE HARASSMENT AND CONFLICT MANAGEMENT POLICY

Horne Enterprises is committed to a harmonious and productive work environment. Workplace discrimination and/or harassment is totally unacceptable and will not be tolerated under any circumstances. It is unlawful and can lead to increased absenteeism, decreased productivity and tension in the workplace.

Harassment is unlawful and offensive behaviour. It intimidates, offends and/or humiliates the receiver.

If you are being discriminated or harassed you must inform the person this behaviour is unwelcome and/or offensive. You must immediately report the incident to management.

We will endeavour to resolve all disputes quickly and informally. All reports of discrimination and/or harassment will be dealt with in a sympathetic and confidential manner.

No employee will be victimised for making allegations of discrimination and/or harassment. Treat your co-workers respectfully and courteously.

This policy applies to all employees, contractors, visitors and clients.

All incidents in this policy are subject to the terms of the Disciplinary Action and Dismissal Policy. All incidents will be recorded in the OH&S Diary.

COMPRESSED AIR POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors.

Serious injury or death may occur by misuse of compressed air.

The following instructions apply to our workplace:

1. Do not use compressed air for any other purpose than for which it has been provided.
2. Never direct a stream of compressed air towards your body or the body of another person.
3. Do not use compressed air to cool yourself or blow dust from your clothes or hair.
4. Never indulge in so-called 'practical jokes' with compressed air.
5. Any breach of this policy may result in disciplinary action and/or dismissal.

MOBILE PHONE POLICY

Horne Enterprises is committed to providing a safe environment for employees, contractors, clients and visitors.

Mobile phones are not permitted to be turned on or used in the workplace for any purpose other than company business.

Only authorised personnel are permitted to use mobile phones in the workplace.

The use of mobile phones in the workplace is considered by management to be a distraction and may cause injury.

Mobile phones may be used on work breaks, either outside the workplace or only in the lunchroom.

Any breach of this policy may result in disciplinary action and/or dismissal.

EMPLOYEE POLICY AGREEMENT

I, _____ (employee's name)
have read and agree to abide by the policies and procedures in the Company Policy Manual. I have raised any questions or issues that required clarification with my employer. I am aware that breaches of these company policies will be subject to disciplinary action.

Employee's Signature _____ Date _____

Witness Name _____ Date _____

Witness Signature _____