

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: VIOLATION OF SAFETY ISSUES CORRECTIVE/DISCIPLINARY ACTION **Policy No.:** A406.1

Supersedes: January 29, 2016

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Origin Date: July 1, 2000

Revision Date:

POLICY:

When it becomes necessary, management reserves the right to discipline employees who knowingly violate safety rules and/or policies.

Disciplinary measures will include, but not be limited to:

- a. Verbal warning for minor offenses.
- b. Written warning for more severe or repeated violations.
- c. Suspension without pay (optional), if verbal and written warnings do not prove sufficient. This option may be enforced for serious safety violations.
- d. Finally, if none of the above measures prove satisfactory, and no other acceptable solution can be found, management will have no choice but to terminate employment for those who continue to jeopardize their own safety and the safety of others.

The DHS Employee Evaluation and Discipline Guidelines Manual provides a more in-depth analysis of the corrective actions' methods applicable.

REFERENCE:

Department of Health Services, Employee Evaluation and Discipline Guidelines Manual

Revised: 5/03, 1/16

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Approved By: