

ACCOUNTABILITY PROGRAM

GSI & MPI shall use progressive disciplinary actions to assist Supervisors and staff members in holding all employees accountable for safety violations and in resolving unsatisfactory job performance, misconduct, or behavior that violates GSI & MPI policies, procedures and/or safe work practices. Disciplinary procedures will be administered consistently and in a manner that is intended to be corrective. This process is an important component of GSI & MPI's goal of maximizing and sustaining the performance of its employees, and in maintaining a safe and productive work environment.

Disciplinary actions are usually corrective and progressive in nature; however, serious safety violations, preventable incidents, misconduct, and work performance problems, or violation of laws or GSI & MPI policies, procedures and practices, may warrant disciplinary action outside of the progressive approach that is described below, including termination of employment.

There are four types of disciplinary actions that may be taken: verbal warning (documented as such), written warning, written warning with suspension, and dismissal. Originals of all disciplinary actions shall be sent to the Human Resources Department, a copy to the employee, and a copy maintained by the Supervisor.

- ***Documented Verbal Warning:*** A verbal warning from the Supervisor, accompanied by a written description of the warning on an Employee Disciplinary Report form. The Supervisor is to meet with the Employee and clearly explain the infraction and steps to prevent recurrence.

- ***Written Warning:*** If the unacceptable behavior or performance continues, the next step should be a written warning from the Supervisor, utilizing the Employee Disciplinary Report form. The written warning will define the problem, describe how it may be corrected, and may specify a reasonable time frame for correction, and will indicate that suspension and or termination may result if improvement is not observed. The employee will be given an opportunity to read the warning, discuss it with the supervisor, and sign the warning. If the employee declines to sign the warning, the Supervisor will note as such.

- ***Written Warning plus Suspension:*** If the unacceptable behavior or performance continues, the next step should be a written warning from the Supervisor, utilizing the Employee Disciplinary Report form, accompanied by unpaid suspension. Employee will be sent home for the remainder of the day, plus one additional day, unpaid. The written warning will define the problem, describe how it may be corrected, and may specify a reasonable time frame for correction, and will indicate that termination may result if improvement is not observed. The employee will be given an opportunity to read the

warning, discuss it with the Supervisor, and sign the warning. If the employee declines to sign the warning, the Supervisor will note as such.

- **Termination:** An employee will be terminated for serious misconduct, or for performance deficiencies that are not corrected. An Employee Disciplinary Report form will be completed documenting the reason for termination. The employee will be given an opportunity to read the notice, discuss it with the Supervisor, and sign the warning. If the employee refuses to sign the warning, the Supervisor will note as such.

Procedure for Removal of Violations:

- Twelve months from the date of a violation, the Safety Team (a minimum of 6 members) and the immediate supervisor will review each violation to determine whether it will be dropped from the employee's record or extended for an additional six months.
- Three violations within a working year results in automatic termination.
- If terminated for a serious violation, the employee shall only be afforded the opportunity for reinstatement with GSI or MPI when the following conditions are met:
 - A period of six months must pass from the date of termination.
 - The individual requesting reinstatement must present a letter to the Human Resources Department, along with a certificate/documentation showing proof of training related to the most recent violation.
 - A request for reinstatement must be issued to the President/CEO by the individual's Group Manager and/or individual's Supervisor.

Voluntary Resignation

Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact GSI, MPI during this time period will be considered to have voluntarily resigned.

All documentation regarding disciplinary action becomes a part of the employee's personnel file.

The determination of whether an accident is preventable or unpreventable will be made by the Safety Department, upon the conclusion of a thorough incident investigation. If the employee involved in the incident does not agree with the determination of the Safety Department they may ask for a review by the Accident Review Team. The decision of the Accident Review Team is binding.

Accident Review Team

The accident review team will be made up of a combination of six GSI, MPI employees. Participation on the Accident Review Team is completely voluntary. An open letter of request for participation will be given to all GSI, MPI employees. The six individuals will be picked

from interested employees by the Management Safety Team which consists of; R. Webbert, W. Ensor, R. Scheetz, J. Graf, and N, Barone. The Accident Review Team will serve for a term of one year from its inception. The members of the initial Accident Review Team along with the Management Safety Team will design the Accident Review Team mandate and operating protocols.