

**PURPOSE:** The purpose of this Procedure is to establish the minimum requirements to ensure proper action is taken when an employee violates written procedures and other known safety policies or goals on TCCI sites.

**SCOPE:** This procedure applies to all TCCI employees, contractors, subcontractors and visitors associated with a TCCI site.

**I. RESPONSIBILITIES**

- A. The following personnel have responsibilities defined in this procedure:
  - 1. TCCI Managers
  - 2. TCCI Supervisors
  - 3. TCCI Employees
  - 4. TCCI Contractors
  - 5. TCCI Subcontractors
  - 6. TCCI Visitors

**II. SAFETY DIRECTOR OFFICER and COMMITTEE**

- A. The President of the company appoints the Safety Director to serve as the Safety Director Officer.
- B. The President of the company also appoints the Safety Management Committee.
- C. The Safety Management Committee duties:
  - 1. Promote safety management consciousness throughout the company.
  - 2. Provide written recommendations to the Safety Manager concerning committee findings, including suggestions for corrective actions, designed to promote company safety and security and to insure a healthful workplace environment.
  - 3. Assist in the investigation of company accidents and to render findings and recommendations.
  - 4. Develop and revise company safety manual and associated documents as appropriate.

**III. SUPERVISOR RESPONSIBILITIES**

- A. Each supervisor is responsible for insuring that safe working conditions are provided for the employees under their supervision and for investigating reports of unsafe working conditions.

- B. Each supervisor is responsible for knowing the safety and health guidelines, investigating accidents, reporting accidents and properly advising the administration and the Safety Management Committee of appropriate situations.
- C. Supervisors must assist in maintaining and improving company security.

**IV. EMPLOYEE RESPONSIBILITIES**

- A. All employees are responsible for notifying their immediate supervisor of a violation or deficiency in safe and healthful working conditions.
- B. All employees are asked to participate in recommending corrective measures to safety violations.
- C. All employees are to report to their immediate supervisor every injury or accident regardless of how trivial such accidents may appear at the time.

**V. PHYSICAL INSPECTIONS by MANAGEMENT/SUPERVISORS**

- A. Managers and Supervisors shall perform job site inspections to ensure company safety regulations and performance goals are met by all employees.
- B. When inspections indicate that safety violations occur or lack of commitment to company safety goals are found, proper disciplinary actions shall be followed.
- C. Disciplinary actions shall be enforced on all violators, regardless of employment status or position.

**VI. DISCIPLINARY PROCEDURES for VIOLATIONS**

- A. The following procedures provide a mechanism for discipline of employees who repeatedly violate safety management requirements.
  - 1. First Violation
    - a. A written warning is to be given for the first violation of a safety management requirement.
    - b. The supervisor will inform the employee of the violation and of the correct safe practice or procedure.
    - c. The supervisor will review, with the employee, all applicable safety management workplace

requirements and the employee must sign a statement indicating that further violations will result in higher levels of discipline and may lead to dismissal.

2. Second Violation
  - a. The employee will receive a second written warning.
  - b. This warning will identify specifically the violation and will refer the employee to applicable safety management requirements.
  - c. This warning will show the date the employee read and signed the previous statement of understanding of the safety management requirements.
  - d. Copies of the warning will be distributed to the employee, their supervisor, the Safety Management Officer, and the employee's file.
3. Third Violation
  - a. In the event of a third violation of the safety requirements, the employee will receive a final warning that will specifically identify the violation.
  - b. Additionally, a conference with the employee, the supervisor, and the Safety Management Officer and area manager will be conducted.
  - c. Disciplinary action up to and including termination of employment may be imposed.
4. Major Violation
  - a. On occasion, an employee will commit a violation of a safety management requirements that is so careless and reckless, or that so endangers life or property, that it can be considered a violation of the company's standard of conduct. When this occurs, appropriate due process will be followed.

**Rules and Guidelines**

Discipline up to and including termination will result if employee fails to comply with any of The Cajun Company Inc. operation and safety policies.

Examples:

1. **Excessive Absenteeism or tardiness (see absentee policy).**
2. **Fighting on company property or during work time.**
3. **Possession of lighters or matches in operating area.**
4. **Possession of illegal substances, weapons, or contraband on company property or during work time.**
5. **Positive reading of drug screen test.**
6. **Refusing or failing to take drug screen.**
7. **Refusing or failing to do job assignment.**
8. **Life threatening and/or violation of an unsafe act.**
9. **Insubordination to superiors.**
10. **Violation of "Quality Workmanship Management" policy (2.5).**
11. **Lack of necessary skills to accomplish work assignment.**
12. **Violation of Harassment policy.**
13. **Theft or unauthorized possession of someone else's property.**
14. **Sleeping on the job.**
15. **Damaging property belonging to someone else, if employee is found at fault after an investigation.**
16. **Possession of fire arms on company property or during work time.**
17. **Not able to perform job duties for lack of tools.**
18. **Walking off or leaving job site without cause or permission.**
19. **Violation of Dress Policy (2.7).**

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**STATEMENT OF JOBSITE SAFETY AND DRUG/ ALCOHOL POLICIES**

**FAILURE TO COMPLY WITH ANY OF THE FOLLOWING POLICIES WILL RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION.**

These policies are guidelines and do not form or imply contractual rights.

- Your employment with TCCI is “at will”, which means that you may resign at any time and TCCI may discharge you at any time, with or without notice or cause. This “at will” employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by the TCCI President. The duration of the employment of employees who work at plant sites is generally limited to the duration of TCCI’s involvement with plant activities on this job site. The Cajun Company, Inc. mostly works on contract jobs, which means that those **employee jobs are not permanent.**
- **Work site projects will dictate work hours.** A “day’s work” shall consist of the number of work hours per day established by the project supervision. You are to be in your work area with tools at startup time. **Overtime will be required as necessary to accommodate each particular job site’s needs.** All authorized and required work hours for hourly employees in excess of 40 hours during the work week will be compensated at 1 1/2 times the regular pay rate. Shift work may be utilized as required. No shift differential will be paid. Overtime will only be paid after forty (40) hours of actual working time as designated by each plant site. Any time paid for vacation or holiday time (if applicable) or jury duty time, is considered non-worked time. Non-worked time is not added to accumulated straight-time hours.
- You are required to have all the skills and tools needed to perform your job duties. Tool inspection will be conducted on an as needed basis. A copy of the minimum tool list is available from your supervisor.
- Lunch breaks will be 30 minutes of unpaid time per day. Lunches will be stored and eaten in designated areas. No smoke, coffee, or other breaks are scheduled.
- Scheduled tool pickup time at day’s end will be 10 minutes prior to quitting time.
- You must comply with TCCI Safety Handbook and all other safety policies.
- Safety toed shoes and prescription safety glasses are personal equipment and must be supplied by the employee.
- All accidents or personal injuries on the job MUST be reported immediately to your supervisor. Failure to do so could result in lack of Workers’ Compensation coverage.
- The following are prohibited on any TCCI job sites:

- Non-prescribed drugs and/or alcoholic beverages (See Substance Abuse Policy).
  - Radios, or tape players. (unless pre-approved)
  - Falsification of records.
  - Fighting or theft.
  - Guns, fixed blade knives or folding knives with a blade length greater than 4”.
  - Personal vehicles (except in employee parking).
  - Pets.
  - Property Abuse (including equipment and tools).
  - Speeding or careless driving.
  - Unauthorized cameras, cellular phones, mobile phones, two-way radios or other electronic devices.
  - Unsafe acts or the intentional bypassing of any safety devices.
  - Any type of discrimination or harassment
- Employee solicitation of any kind is prohibited during working hours. Work hours is the time when you are expected to be working, but does not include your lunch break. Non-employee solicitation of any kind is prohibited anywhere on Company time and property.
  - Equipment operators are directly responsible for the maintenance and safe operation of the equipment under their control. Only the operator may ride on the equipment, unless proper seating is provided.
  - You must have a current, valid driver’s license to operate any TCCI vehicle. You must be on the approved insurance list to drive any TCCI vehicle. Written authorization to check driving record will be required prior to insurance approval.
  - You must abide by all applicable owner, engineer and/or client polices.
  - TCCI reserves the right to search your vehicle, tool boxes and other personal effects on the job site or in the employee parking area for unauthorized items, including company tools, material or equipment.
  - Personal clothing worn on the job site should be appropriate for the work and the weather and must meet job safety requirements. Full-length pants and shirts (minimum 4” sleeve) are required at all times.
  - The Cajun Company, Inc. corporate name is protected in various forms as a registered Servicemark. Employees and others are not allowed to use the company’s name in any of its protected forms without express permission of the appropriate company officer. Request for such permission should be submitted to the Site Manager.

- TCCI has the right to transfer employees from job site to job site, including out of state - if skills meet job requirement. Pay scales may be adjusted according to each particular jobsite's pay level.
- Your rate of pay upon hiring is primarily based on information from your application, resume', and/or referrals. There will be a 2-week grace period in which your actual skill level and work ethics are assessed. After that period of time and with recommendations from your supervisor, your pay scale is subject to be lowered or increased as necessary.
- As a result of our customers ever increasing requirements that everyone working in their facilities have a valid safety card (or equivalent), it will be mandatory that all employees have and maintain a valid safety card (or equivalent) as part of their employment requirements with "The Cajun Company, Inc.".
- A physical examination is required to perform special jobs to meet OSHA standards. If this physical examination is refused, this is ground for termination.
- The Cajun company Inc. a multi-craft contractor. All employees are required to perform proficiently in all craft areas and will be assigned to any task deemed necessary by management.
- The following safety and company policies apply to all Cajun employees.
  - All potential employees will be drug screened prior to and during employment as required by Cajun's Substance Abuse policy.
  - Employee's who are required to wear a respirator must remove facial hair that may affect the integrity of the respirator.
  - All employees are required to wear sleeved shirts and full-length trousers while on plant property. Torn ripped clothing is not allowed.
  - All employees must wear steel toe boots with a defined heel. Office personnel not entering operating areas are an exception.
  - Employees with hair extending below the collar line or standing (3) three inches away from the head must wear an approved hair net or other covering to prevent entanglement and catching fire.
  - All employees shall wear an approved protective hard hat of proper color in operating work areas. Office buildings, rest rooms, and designated break areas are the exceptions.
  - All employees shall wear approved industrial type safety glasses with side shields in operating areas. Office buildings, rest rooms, and designated break areas are the exceptions.
  - Employees are not allowed to wear soft or hard contact lenses while in operating areas.

- Monogoggles must be worn in designated areas and when handling foamglass or removing insulation. Mandatory usage of monogoggles may be deemed necessary by the safety department.
- Approved respirators must be worn when removing insulation, painting, and in environments which may cause respiratory hazards. Mandatory usage of respirators may be deemed necessary by the safety department.
- Approved gloves (designated for the job at hand) shall be worn when performing all job duties except while operating rotating equipment. (i.e. saws).
- All employees must wear approved hearing protection in designated areas and when exposure limits are exceeded.
- Employees are held responsible for the appearance of their work area. All employees must cooperate to maintain housekeeping throughout the jobsite.
- Absent employees must call the office, stating their name, the name of their foreman, and the reason for being absent. Failure to notify the office will result in disciplinary action. A written excuse must be presented upon returning to work, otherwise the time missed will be considered non-excused.
- Excessive absenteeism and tardiness will not be tolerated.
- All employees are required to provide their own transportation to and from assigned job sites unless instructed otherwise.
- The Cajun Company Inc. reserves the right to transfer any employee to another job site. Failure to comply with such a transfer will be considered as a voluntary separation.

**Employee Safety Responsibilities**

- YOU are responsible for your own safety.
- YOU are to learn the hazards associated with your job.
- YOU are to comply with all safety policies and procedures.
- YOU are to comply with all job site rules and regulations.
- YOU are to report all hazardous conditions and unsafe acts to your immediate supervisor.
- YOU are to promote the overall safety effort by personally demonstrating a good attitude towards safety and by forming good work habits.
- YOU are to assist in ensuring that all jobsite safety rules and regulations are followed.
- YOU are to assist co-workers in working safely.