

**Category:** Health & Safety

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**Subject:** Worker Accountabilities

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**Policy:**

ILCWR aims to provide a safe work environment for its employees. All employees shall abide by the health and safety roles and responsibilities as outlined in the health and safety program. Failure to comply will result in the application of the progressive discipline procedure.

**Procedure:**

The discipline procedure has the following steps:

Step one: Supervisor gives a verbal warning and provides corrective action to worker. A written copy of the warning will be given to the employee and placed in the employee's personal file.

Step two: Worker receives a written warning. This will outline the issue, corrective action and timeframes for compliance. A written copy of the warning will be given to the employee and placed in the employee's personal file.

Step three: Should the worker not abide with the corrective action, then suspension or termination will occur. [For further guidance on step three refer to Human Resources Policy 6.40 'Discipline Procedures'.]

The severity of the violation will determine the step that is applied to the worker.