



HiTech Fluid Systems

THE BALANCE IS ALWAYS IN THE SERVICE

Enforcement and Discipline Policy

The necessity for workers to conduct their work or services in accordance with regulatory and Company conformance safety requirements is a fundamental requirement of the HiTech Fluid Systems Health and Safety Program.

In the event a worker who has been previously advised of the Company's safety requirements violates any policy, practice, procedure, rule, or reasonable instruction given by a person qualified to do so, then the worker may be subject to disciplinary measures.

In an effort to provide supervisors with the necessary guidance and direction as it relates to safety violation(s) "due process", a written procedure (SOP-002) has been developed to ensure that those impacted receive equitable treatment.

It is the Company's expectation that when circumstances warrant disciplinary action, supervisors will implement the progressive disciplinary procedure in a timely manner. In all instances, disciplinary action will be applied on a fair and consistent basis while maintaining strict confidentiality.