



DISCIPLINARY ACTION FORM

SUBCONTRACTOR EMPLOYEE

APP EMPLOYEE

DATE: _____ TIME: _____ PROJECT NAME: Conrac

EMPLOYEE: _____ ORIENTATION DATE: _____ O#: _____

SUBCONTRACTOR: _____ TRADE/POSITION: _____

This is to advise you that you were observed violating a work or safety rule(s) including Austin Power Partners' Safety Requirements, OSHA standards, site specific policies or other local, state or federal requirements.

VIOLATION(S): _____

TASK/ACTIVITY: _____

LOCATION: _____

HAZARD CREATED: _____

Based on the severity of the action stated above, the employee can be suspended, terminated, denied access to the project or subject to other disciplinary action on the first offense.

The required discipline for this offense is:

WRITTEN WARNING

REMOVED FROM PROJECT (SUBCONTRACTOR EMPLOYEE) DURATION: _____

SUSPENDED (APP EMPLOYEE) DURATION: _____

TERMINATED FIELD EMPLOYEE SEPARATION INFORMATION #: _____

TRAINING REQUIRED TOPIC: _____ DUE DATE: _____

EMPLOYEE'S NAME

X _____
EMPLOYEE'S SIGNATURE

SUPERVISOR'S NAME

X _____
SUPERVISOR'S SIGNATURE

ISSUED BY NAME

X _____
ISSUED BY SIGNATURE

EMPLOYEE REFUSED TO SIGN —
EMPLOYEE MAY BE REMOVED FROM PROJECT

WITNESS OF REFUSAL

X _____
SIGNATURE OF WITNESS

EMAIL TO SAFETY@POWERCONSTRUCTION.NET OR FAX TO 847-214-6899