

	<b>WESTERN MILLCRAFT INC.</b> 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	<b>OCCUPATIONAL HEALTH &amp; SAFETY MANUAL</b> <b>COMPANY RULES AND REGULATIONS</b> <b>DISCIPLINARY POLICY</b>	Page 1 of 1	HSE: 5.36: 8.32 Revision: 00

### DISCIPLINARY POLICY

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment. It is the responsibility of Western Millcraft Inc. that everyone complies with all rules, regulations, and legislation at Western Millcraft Inc.

All employees, contractors or subcontractors that are at Western Millcraft Inc. will be equally responsible for minimizing incidents at our facility and for performing every job in a manner, which safeguards themselves and fellow workers. This can be accomplished by:

- Ensuring that everyone is adequately prepared through training
- Follow proper worksite practices and procedures and exercise sound judgment
- Using the mechanical and physical safeguards to the maximum extent possible
- Unsafe working conditions must be reported immediately to a supervisor

Anyone who willfully or repeatedly violates Health, Safety, and Environmental rules will be subject to disciplinary action of increasing severity. Any measure or combination of measures deemed appropriate to the circumstance can and will be used. This shall be done in a timely manner and shall be conducted in private.

The steps of enforcement are:

- Verbal Warning
- Written Warning
- Suspension and/or
- Dismissal

Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed: \_\_\_\_\_

Date: 1 OCTOBER, 2011

GREG CLARK  
 WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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