

**B&B Gas Well Services, LLC
Health, Safety and
Environmental Manual**

DISCIPLINARY POLICY

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1.0 OBJECTIVE

The objective of the Disciplinary Action Policy is to ensure that no employee of B & B Gas Well Services, LLC or third party is placed at risk due to careless or reckless actions of any individual employed by B&B and/or contracted to B&B.

2.0 SCOPE

- 2.1 The provisions of this Policy are applicable to all B&B employees and those contracted to B&B Gas Well Services, LLC or any of its affiliates (“B&B” or “the Company”) where applicable. This Policy applies to all personnel who work with or whose job responsibilities require them to be familiar with the contents of this Policy, whether they work at any B&B or customer facility or field location.
- 2.2 As with all Company policies and procedures, should our client's policies or procedures be more stringent than B&B's, then the more stringent policy or procedure should be considered, subject to B&B's evaluation and written approval by a B&B manager and as reasonably practicable, so long as it does not endanger the employee's life or health, nor endanger the environment or general public.
- 2.3 Management and the Health, Safety and Environmental (HSE) Coordinator will review and evaluate this Policy on an ongoing basis, or when operational changes within a facility occur that require revision. Effective implementation of this Policy requires support from all levels of Management within the Company. This written Policy shall be communicated to all personnel that are affected by it, and supersedes any similar policy.

3.0 REFERENCES

- 3.1 B&B Gas Well Services, LLC Employee Handbook; Health, Safety and Environmental Policy;
- 3.2 Incident Reporting and Investigation Policy

4.0 TRAINING

General awareness training of this Policy shall be conducted initially in New Hire Orientation, and as necessary when changes are made to the Policy, or when disciplinary actions are enforced due to the actions of an employee.

5.0 RESPONSIBILITIES

- 5.1 It is the responsibility of Company Management and the HSE Coordinator to implement, support and enforce this Policy, to periodically review and evaluate its overall effectiveness, and to make modifications as necessary.

5.2 Management

The Management of the Company accepts the responsibility of providing resources and guidance for the development and implementation of the HSE Policies. Management shall also have the authority to approve or carry out disciplinary actions against those who violate policies, procedures or rules.

The Immediate Supervisor is responsible for ensuring the employee is in full and complete compliance with this Policy. The Immediate Supervisor is also responsible for disciplinary action when the employee is in violation and/or questionable violation of any part of the Policy.

5.3 Employee Commitment and Responsibilities

The Company recognizes that the success of any company-wide endeavor is largely dependent upon the involvement of the entire workforce. Management aggressively solicits the assistance and commitment of all employees to the implementation of the Company's HSE Policies. All employees are required to abide by, operate within and adhere to the Company's HSE Policies.

5.4 The employee has the responsibility as well as the authority to stop any job or task conducted in an unsafe manner and should immediately request Supervisor/HSE involvement to rectify the issue. The employee's judgment call, when made in good faith and using good judgment, shall be considered commendable even though the conclusion of the investigation might be found to the contrary. However, if the judgment call was not made in good faith and using good judgment, or was found to be insincere, the employee may be subject to disciplinary action in accordance with this Policy.

5.5 Enforcement of this Policy is the responsibility of each and every employee of B&B. For any violation of this Policy, whether willful or through negligence, the Designated Person In Charge, Immediate Supervisor, HSE Coordinator and/or Company Manager shall have the responsibility as well as the authority to pursue corrective action in accordance with this Policy.

6.0 DEFINITIONS - Not applicable.

7.0 HAZARD DETERMINATION - Not applicable.

8.0 ENGINEERING CONTROLS - Not applicable.

9.0 PROCEDURES

9.1 Each incident or event will be thoroughly investigated and documented to determine the causes. In the event it is determined that disciplinary action is required, the level of discipline shall be based upon the employee's overall performance and the severity of the incident.

- 9.2 All disciplinary action that involves written warning, suspension or termination of employment, job change or reassignment must be reviewed with a Company Manager prior to presenting it to the employee, in order to assure consistency across the organization and compliance with Company Policy.
- 9.3 Management will also conduct periodic inspections of work areas to determine effectiveness or violations of company policies and procedures.

10.0 CONTRACT AND/OR TEMPORARY WORKERS

10.1 All contract and/or temporary workers have the responsibility as well as the authority to stop any job or task conducted in an unsafe manner and should immediately request Supervisor/HSE involvement to rectify the issue. When any HSE Policy is not followed correctly, the Designated Person In Charge, Immediate Supervisor, HSE Coordinator and/or Company Manager shall have the responsibility as well as the authority to review the issue with the parties involved, including the contract and/or temporary worker's employer, as follows:

10.1.1 If it is concluded the contract and/or temporary worker(s) does not understand the appropriate procedures, a "tailgate" meeting with all involved contract and/or temporary workers shall immediately take place to review the correct procedures.

10.1.2 Removal from Job Site - When any HSE or other B&B Policy is intentionally not followed correctly, the Designated Person In Charge, Immediate Supervisor, HSE Coordinator and/or Company Manager shall have the responsibility as well as the authority to request immediate removal of the involved party from the work site. A meeting consisting of the involved parties, including the individual's employer, the respective HSE Manager and Company Manager shall be held to determine further actions.

11.0 DOCUMENTATION

11.1 Documentation as described in 9.0 above must be presented to the employee for his or her signature. Such documentation shall be maintained in the employee's personnel file at the B&B office with a confidential copy provided to the involved employee and the HSE Coordinator.

11.2 In accordance with the Company's Incident Reporting and Investigation Policy, all follow-up corrective action for HSE related matters, including any disciplinary action taken as a result of an incident, must be documented. The details of disciplinary action are to be maintained strictly on a need-to-know basis between the employee, the appropriate Supervisor and the Company manager.

12.0 FORMS

Refer to the attached HSE Disciplinary Action Form.

Counseling Memo

Date:

To: Employee's Name

From: Employee's Supervisor

This memorandum serves as a written record about the discussion that you and I are having today about your (conduct and/or job performance). Your (conduct and/or job performance) does not meet acceptable standards as outlined below.

Examples

- Despite prior discussions, you continue to arrive late to work and do not call in to notify us that you will be late. This violates B&B's Attendance Policy as set forth in the Employee Handbook;
- You continue to miss important deadlines assigned to you.

Corrective Action:

Your (conduct and/or job performance) is not acceptable and must improve immediately. A summary of expectations, changes, and requirements is as follows:

Examples

- You need to arrive at work on time. If you are going to be late, you need to notify your supervisor as soon as possible.
- You need to stop missing deadlines and work more efficiently with your co-workers to make sure projects are completed.

Follow-up Actions:

I will continue to evaluate your progress in the above noted areas and follow-up with you as appropriate. Please understand that if immediate and sustained improvement of your performance is not shown, you will be subject to further disciplinary action up to and including termination of employment.

Acknowledgement:

Please sign below. Your signature on this document acknowledges that this matter has been discussed with you and you have reviewed this document prior to inclusion in your personnel file.

Your signature is not an indication of agreement or disagreement of the deficiencies that are outlined in this document.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Comments (continue on reverse or attach additional pages if required):

Counseling Memo

Date:

To: Employee's Name

From: Employee's Supervisor

This memorandum serves as a **final written notice** about the discussion that you and I are having today about your (conduct and/or job performance). Your (conduct and/or job performance) does not meet acceptable standards as outlined below.

Examples

- You received a counseling memo on (Date). Despite prior discussions, you continue to arrive late to work and do not call in to notify us that you will be late. This violates B&B's Attendance Policy as set forth in the Employee Handbook;
- You continue to miss important deadlines assigned to you.

Corrective Action:

Your (conduct and/or job performance) is not acceptable and must improve immediately. A summary of expectations, changes, and requirements is as follows:

- You need to arrive at work on time. If you are going to be late, you need to notify your supervisor as soon as possible.
- You need to stop missing deadlines and work more efficiently with your co-workers to make sure projects are completed.

Follow-up Actions:

Please understand that if immediate and sustained improvement of your (conduct and/or job performance) is not shown, your employment with B&B will be terminated.

Acknowledgement:

Please sign below. Your signature on this document acknowledges that this matter has been discussed with you and you have reviewed this document prior to inclusion in your personnel file.

Your signature is not an indication of agreement or disagreement of the deficiencies that are outlined in this document.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Comments (continue on reverse or attach additional pages if required):

