




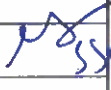


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AMIRAL PROJECT

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PROJECT DISCIPLINARY PROCEDURE

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1 INTRODUCTION

Safe work performance of AMIRAL PKG4 – Utilities, interconnecting and flare system can only be achieved by the joint effort of the management and its employees. They shall follow Safety precautions and rules to protect themselves, their fellow workers and Contractor assets. Management and employees shall be held responsible and accountable for disobeying all applicable SATORP and Contractor Safety regulations / procedures / instructions that have been designed for their protection. While Contractor Management has the responsibility of providing training, assistance and enhancing competence of its employees, at the same time Management have to ensure that a safe working environment is provided for all its employees, the employees in return are obliged to abide by the rules, regulations and safe working practices set by the organization.

It's Contractor Responsibility to adhere to SATORP Safety Management Guide and Construction Safety Manual during all construction and commissioning phases of the Project.

2 OBJECTIVES

The purpose of these disciplinary rules and procedures is to:

- ① Ensure that all Management and employees are aware of the required standard of safe work performance and consequences of violating Contractor Safety and Saudi Aramco Safety rules and regulations including Traffic.
- ② Prompt Management and their employees to achieve and maintain standards of safe work performance.
- ③ Provide clarity of handling disciplinary situations involving Safety violations.
- ④ Ensure that all Management and employees are treated consistently and fairly in terms of disciplinary actions.
- ⑤ Educate Management and employees of the kinds of acts and forms of behavior that constitute substandard work performance and the consequential warnings and penalties.

3 SCOPE

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This procedure will apply to all Safety violations committed by all Contractor personnel who work at AMIRAL Pkg4 – Utilities, interconnecting and flare system sites.

4 DEFINITIONS

Contractor

Hyundai Engineering & Construction Co., Ltd. (HDEC)

Safety Violation

Failure to follow established health, Safety and environment practices. This includes the following but need not be limited to:

- PPE Violations
- Violations of SATORP and Contractor Safety statutes
- Violations of SATORP Traffic Rules and Procedure
- Violations of Camp regulation regarding Safety matters etc.

Willful Safety Violation

Means a course of action which shows an actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference to or conscious disregard for the Safety and health of others or Safety of property or environment.

5 DISCIPLINARY PROCEDURE

5.1. Categorization of Violations

Safety violations shall be generally categorized into minor and major violations depending upon the "potential risk" of the violation committed.

5.2. Classification of Violations

It is very difficult to list all Safety violations. Following are the few examples covered in different types of violations for guidance and **will not be a limiting factor in**

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deciding violations. Safety Manager or his approved deputy can be consulted for any ambiguity in deciding violations.

Minor Violations but not limited to;

- Not possessing or wearing Contractor Identification Card
- Working without Safety Induction Training and Safety Induction Training Sticker
- Not wearing personal protective equipment (PPE) at work site (This item shall be decided whether an infringement is minor or major according to working conditions.)
- Not wearing or taking off working Uniforms during working hours.
- Violation of Safety Regulations & Instructions (can be deemed Major Violation)
- Not showing the ID card to Safety Personnel when it is requested.
- Driving a vehicle irresponsibly
- Not observing barriers / barricades (unauthorized access into an unsafe area) or warning notices
- Interfering with any equipment intended for Safety purposes
- Using unsafe tools
- Leaving the work area without a supervisors permission
- Repeated bad housekeeping (cleaning of Job site and sanitary facilities etc.)
- Smoking in the non-smoking areas like working areas (Smoking at designated area)
- Horseplay (deemed major violation if injury occurs)
- Abusive behavior (Verbal / Cultural)
- Not discharging / handling / storing / transporting effluents / wastes as per the guidelines etc.

Major Violations but not limited to;

- Negligence that results in an accident
- Driving a vehicle in excess of the stipulated/posted speed limits

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- Driving without authorization, license or insurance
- Major traffic violations (over-speeding, over-taking, etc.)
- Use or possession of illegal drugs or alcohol
- Use of unapproved electrical devices (heating/cooling) in camp
- Cooking in room or camp areas (permitted only in kitchen of mess hall)
- Use of homemade electrical cable, outlet etc. in camp
- Violating work permit conditions
- Working without a work permit when a work permit is required
- Energizing/de-energizing a power source without authorization
- Improper material handling
- Not responding to a site alarm
- Blocking of emergency equipment or exits
- Smoking in the restricted areas, carrying matches or lighter
- Fighting with each other in all working areas and camp
- Sleeping on the job site
- Not reporting accidents or incidents
- Use of another person's ID card / badge
- Willful property damage
- Not wearing personal protective equipment (PPE) at work site (This item shall be decided whether an infringement is minor or major according to working conditions.)
- Not wearing proper breathing apparatus if instructed
- Not providing shoring for the excavations
- Not providing fire extinguisher for hot work near combustibile and flammable areas
- Found guilty negligent driving resulting in a vehicle accident
- Entering closed area or classified area without permit
- Not complying with written instruction on the work permit

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- Usage of truck/ vehicle without good condition for shifting hazardous materials
- Use of illegal Certificate, license of equipment and operator
- Receive any violation information or Letter from SATORP regarding Safety Violation committed by Contractor personnel etc.

5.3. Penalties

The level of action to be imposed is within the sole discretion of Contractor management. In determining the appropriate action, facts such as the seriousness of the incident, all surrounding facts and circumstances, risk, including Contractor best interests, and the employee's record, including prior penalty shall be considered.

Safety violation penalty will be imposed to all employees violate the SATORP and Contractor Safety regulations / procedures / instructions.

Penalty Stage

- ① Verbal Warning
- ② First Warning Letter and 3 day Suspension
- ③ Final Warning Letter and 5 days Suspension
- ④ Dismissal / Termination

Minor violation will be warrant verbal warning and major violations will be warrant the First Warning letter.

Stage 1 – Verbal Warning

Where informal action has failed to resolve a matter where it is considered that an offense warrants formal disciplinary action, a verbal warning may be issued by the Safety Department.

A verbal warning will remain **live** for disciplinary purposes on an employee's personnel file for a period of **6 months** from the date the warning was issued.

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Note: Verbal warning can also be a final warning after assessing the violation of offender. Written warning and Counselling shall be given to violator and filling the form of Letter of counselling (refer attachment 2)

Stage 2 – First Written Warning and 3 day Suspension

If a verbal warning does not correct the situation or if the case warrants it, or a further offence is committed requiring disciplinary action. A First Written Warning and 3 day suspension (without pay) may be issued by the Safety Department and to be informed to Manpower Section and their Section.

A first warning will remain **live** for disciplinary purposes on an employee's personal file for a period of **12 months** from the date the warning was issued.

Stage 3 – Final Written Warning and 5 days suspension

If the employee's conduct still does not complying from the rules and procedure required by the Safety Department and the Saudi Aramco, or if the case warrants it or a further offense is committed requiring disciplinary action, a final Written Warning and 5 days suspension (without pay) may be issued by the Safety Department and to be informed to Manpower Section and their Section.

A final Written Warning will remain live for disciplinary purposes on an employee's personal file for a period of 12 months from the date of warning was issued.

Stage 4 – Dismissal / Termination

If the employees continuous to fail to comply from the Safety and Saudi Aramco rules and regulations or commit two major violations which may cause of any loss of life or property, the case warrants its dismissal / termination will be serve.

6 RECORDING

Safety Department will issue the warning notice to individual for Safety violation. And it will be kept in Safety Office and Administration at all the times. Safety Department will report it to Management about the disciplinary action determined as per above mentioned penalty stage.

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7 ATTACHMENT 1

WARNING NOTICE

Ref No.:

Name:	Job No.:
Trade:	Section:
Location:	Type of Violation:
Date & Time:	Vehicle No.:
Supervisor Name:	Penalty:
Detail of Violation:	

Penalty Stage:

- **Stage 1 – Verbal warning**
- **Stage 2 – Written Warning and 3 days suspension**
- **Stage 3 – Final Written Warning and 5 days suspension**
- **Dismissal / Termination**

- Termination is depend on the seriousness of violation and will be determined by CONTRACTOR SAFETY Manager

Safety Officer / Safety Engineer

Defendant



Section Manager / Sub-Contractor PM

Contractor Safety Manager

You are strongly warned that any repetition of Safety violations will invoke the full penalty of the contractor's disciplinary action.

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8 ATTACHMENT 2

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LETTER OF COUNSELLING

I, _____, holding badge / ID number, _____ working as a _____ had sit for counselling with HDEC Safety Representative for the below mentioned safety violation.

I was counselled/advised for all the requirements and rules in accordance to the below mentioned **AMIRAL** Construction Safety Manual and General Instruction. I fully understood the instructions and consequences in case of repetition/reoccurrences.

I agree and I fully understand and take full responsibility for any action(s) that will be taken against me in case of repeated Safety Violation. I promised to be careful and full commitment for my safety and others.

Name: _____	Counsellor: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

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