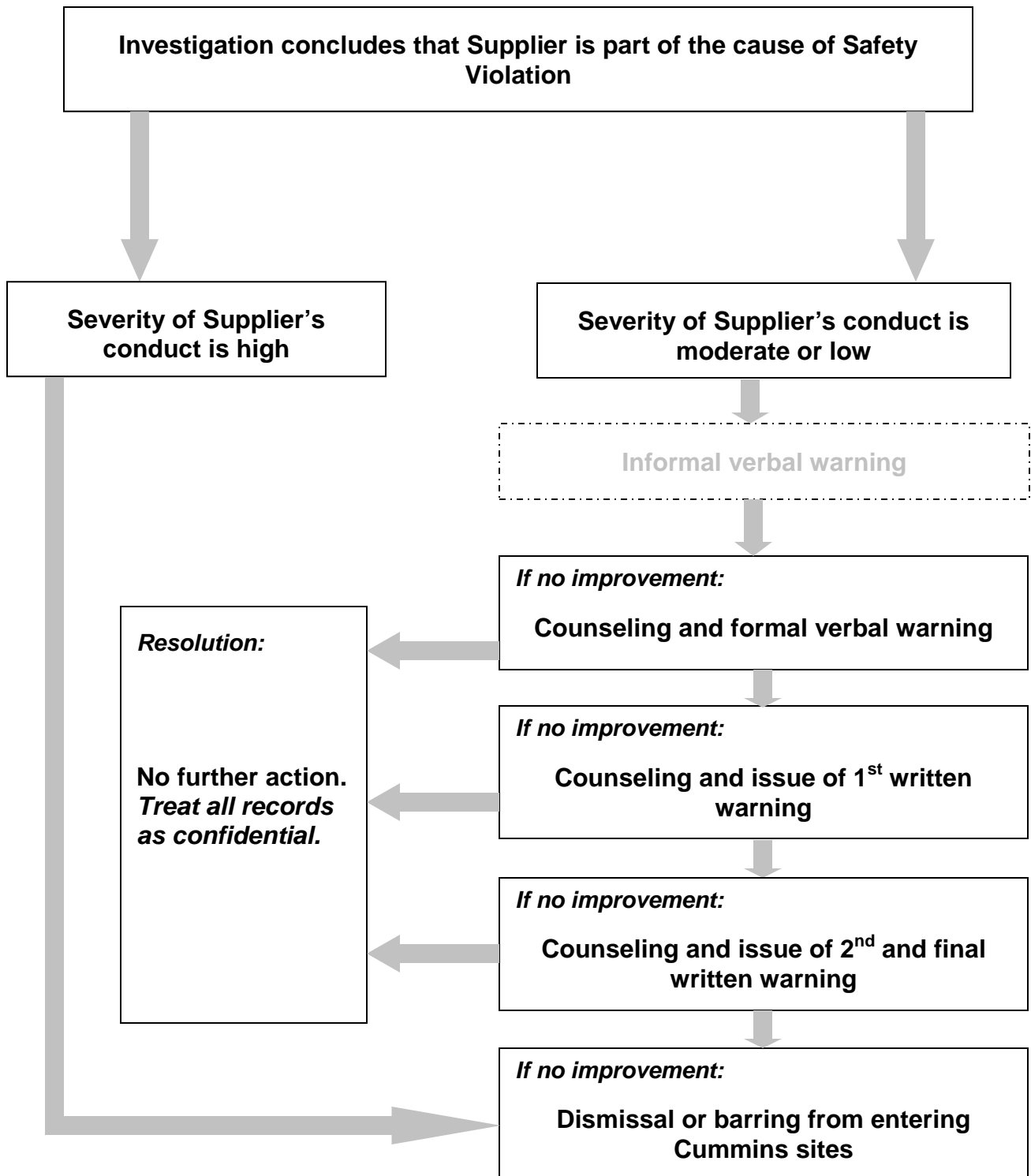


APPENDIX 14 – DEALING WITH SAFETY VIOLATION – PREFERRED APPROACH



Four Key steps in disciplinary action process-

Counseling and Verbal Warning - The Supplier or the individual should be given a verbal explanation of the action/s or behaviour/s that are deemed unacceptable. There needs to be a reiteration of what the site's rule is regarding that action or behavior. Record the details formally, if required.

The employee needs to be advised:

- the consequences of not addressing the problem, and
- that no further action will be taken if the issue is resolved.

Counseling and 1st Written Warning - Counseling should attempt to delve into the nature of the problem and reach agreed actions to address the problem.

Following counseling a written warning should be issued:

- explaining the problem action and/or behaviour
- reiterating the practice's rules
- advising the consequences of not addressing the problem
- advising that no further action will be taken if the issue is resolved.

Counseling and 2nd Written Warning - This is the same process as for the former written warning. Careful reiteration needs to be made that this is the final warning and the final step in the disciplinary process and that dismissal or barring from Cummins facilities will ensue should no satisfactory improvements be demonstrated.

Dismissal or barring from entering Cummins facilities – This is the final step and should follow a formal written or a verbal instruction after consulting with the Corporate Legal group and appropriate communication to prevent the individual or the contractor from entering Cummins facilities thereafter.

Who all should be involved?

The site Safety Leader will assume an advisory role in the whole process that should be lead by the contracts manager. The human resources and legal group should be participating as required.

Examples of safety violation (high severity) that may lead to dismissal or barring from Cummins sites includes, but not be limited to, the following –

- a) Smoking in unauthorized area
- b) Use and/ or possession of alcohol and/ or drugs on Cummins property
- c) Possession of firearms or other dangerous weapons on Cummins property
- d) Sexual harassment and disrespect for others
- e) Endangering life and/ or limb of self and/ or others
- f) Working without appropriate permits (intentionally)
- g) Compromising or disregarding safety devices or equipment
- h) Failure to report work-related injuries and/ or damage to Cummins equipment/ property
- i) Operating equipment (eg- cranes, motor vehicles, mechanical mobile lifts etc...) without valid licensing or training certification
- j) Other acts which indicate the Contractor workmen's serious disregard towards his/ her safety, or the safety of others
- k) Failure to comply with regulatory requirement
- l) History of repeated violations indicating disregard to safety