

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	JAGUAR ENERGY SERVICES, LLC Disciplinary Action Plan and Safety Incentive Plan Revision Date: Page 1 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

Section 7.0 DISCIPLINARY ACTION PLAN AND SAFETY INCENTIVES

A. Purpose

The purpose of this procedure is to establish a **JAGUAR ENERGY SERVICES, LLC** Disciplinary Action Plan to be used in the event that an employee violates **JAGUAR ENERGY SERVICES, LLC** policies.

B. Scope

This procedure applies to all **JAGUAR ENERGY SERVICES, LLC** Personnel.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for enforcement of the disciplinary program and the documentation of this process.
 - (a) Additional responsibilities include:
 - (i) Ensuring that employees have completed the training required by this procedure and the documentation of this process.
 - (ii) Ensuring that this procedure is fairly and consistently implemented.
2. The supervisor in charge of the individual receiving disciplinary action has the responsibility to enact the procedure.
3. Management - It is mandatory that all levels of **JAGUAR ENERGY SERVICES, LLC** management show the proper commitment to **JAGUAR ENERGY SERVICES, LLC's** safety goals.
 - (a) This shall be displayed by their everyday work habits.
 - (b) The Supervisor in charge shall initiate and document this process.
 - (c) The documentation shall be sent to the Safety Coordinator for review.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	JAGUAR ENERGY SERVICES, LLC Disciplinary Action Plan and Safety Incentive Plan Revision Date: Page 2 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

4. All personnel are responsible for understanding the requirements of this procedure and conducting all work-related tasks according to these requirements.

D. Procedure

1. In the event that physical inspections, observations by **JAGUAR ENERGY SERVICES, LLC** officials, and/or the accident review committee indicates a violation of **JAGUAR ENERGY SERVICES, LLC** policy, the same level of disciplinary action shall apply to workers and supervisors up to and including termination.
 - (a) A policy violation is defined as, but is not limited to, any action contrary to **JAGUAR ENERGY SERVICES, LLC** or client policy.
2. A safety violation is defined as, but not limited to:
 - (a) Not following verbal or written safety procedures, guidelines, and/or rules.
 - (b) Failure to wear selected PPE.
 - (c) Abuse of **JAGUAR ENERGY SERVICES, LLC** property and/or equipment.
 - (d) Indulging in horseplay.
 - (e) Improper use of tools and/or equipment.
 - (f) The persistent lack of common sense as related to safe behavior or actions that result in safety problems such as unsafe acts, unsafe conditions, near misses, first aid cases, or accidents.
3. If a safety violation occurs, the supervisor in charge shall issue the employee(s) a written safety violation notice.
4. If a violation occurs, the supervisor in charge shall issue the employee(s) a written violation notice.
5. After issuing the notice, the supervisor in charge shall meet with the employee(s) and document the following:
 - (a) Discuss the infraction.
 - (b) Inform the individual{s} of the rule and/or procedure that was violated.
 - (c) Discuss the corrective actions to be taken.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	JAGUAR ENERGY SERVICES, LLC Disciplinary Action Plan and Safety Incentive Plan Revision Date: Page 3 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

6. If the employee receives two notices in one quarter:
 - (a) He/she is subject to suspension.
 - (b) The employee shall lose all rights to any safety awards.
 - (c) Further violations may result in termination.
 - (d) An employee is subject to termination if he/she willfully violates any **JAGUAR ENERGY SERVICES, LLC** policy and/or safety rules.
7. Employees shall follow all **JAGUAR ENERGY SERVICES, LLC** safety rules. If it is determined by an accident review or if an employee is observed violating a safety rule, he/she shall lose the right to any safety award and be subject to disciplinary action up to and including termination.

E. Safety Incentives

1. After an employee has been employed by **JAGUAR ENERGY SERVICES, LLC** for six consecutive months without having or being involved in an accident, he/she shall qualify for a box of Gloves or a slicker suit.
 - (a) Annually thereafter, if the employee has had no accidents he/she shall qualify for a Safety Award Certificate redeemable at Wal-Mart.

F. Training Requirements

1. All Personnel shall be trained in the contents of this procedure.

G. Training Frequency

1. All Personnel shall be trained according to the following schedule:
 - (a) Initially upon hire.
 - (b) As necessary thereafter.

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	JAGUAR ENERGY SERVICES, LLC Disciplinary Action Plan and Safety Incentive Plan Revision Date: Page 4 of 5
Reviewed By: Jared Monk	Date: 01/10/2022

POLICY VIOLATION NOTICE

Employee receiving notice: _____

Social Security No: ____/____/____

First Notice Date _____ **Second Notice Date** _____

Supervisor giving notice _____

Violation or reason for notice:

Date of review meeting _____

Infraction discussed

Policies or rules violated

Corrective actions to be taken

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date:	JAGUAR ENERGY SERVICES, LLC Disciplinary Action Plan and Safety Incentive Plan Revision Date: Page 5 of 5
Reviewed By: Jared Monk	Date: 01/10/2022