

SECTION 4 - DISCIPLINE

Disciplinary Policy

1. The Shaw Group Limited and Subsidiary companies have a system of progressive discipline for infractions against the Company, Management, and other persons within the Company. Progressive discipline consists of four stages:
 - (a) Verbal Warning.
 - (b) Written Warning Report.
 - (c) Suspension.
 - (d) Termination of Employment.
2. Minor infractions will begin with a verbal warning whereas infractions of a more serious nature may begin at an advanced level of the progressive discipline scale, up to and including immediate termination. The severity of an infraction will be assessed by the Department Supervisor. A non-comprehensive guide indicating the severity of infractions and the possible discipline is shown below.
3. At each stage of the discipline process, the employee is given a full opportunity to explain his/her conduct and all facts are carefully reviewed prior to any decision being reached.
4. All discipline will be documented, and a copy kept in the employee's personnel file to which the employee has access.

Disciplinary Action

<p>Class I Examples: - Deteriorating work performance /attitude</p>	<p>Discipline: 1st - Verbal warning (documented) 2nd - Written warning (documented) 3rd - Suspension (documented) 4th - Termination of employment or employment contract</p>
<p>Class II Examples: - Insubordination - Harassment - Violation of Health & Safety Policy</p>	<p>Discipline: 1st - Written warning (documented) 2nd - Suspension (documented) 3rd - Termination of employment or employment contract</p>
<p>Class III Examples: - Cardinal Safety Rule Violation - Working while impaired (including driving while impaired) - Trafficking drugs/alcohol in workplace - Threats - Assault/violence in workplace - Theft of Company property - Fraud against Company</p>	<p>Discipline: - Suspension (documented) - Termination of employment or employment contract</p>



Dean Robertson, President & CEO

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