

Electric City, Inc. Progressive Discipline Policy

An advisory and cautionary letter will be issued, by the immediate supervisor, to any employee who is involved in a preventable industrial, property damage and/or safety policy violation. That letter will discuss the circumstances surrounding the incident, outline preventative means and methods and require additional safety program support.

Should an employee become involved in a second violation, incident or accident, within the subsequent six (6) months time-period, the employment of that individual will be suspended, without compensation, for a three (3) work days time-period. Additionally, a letter will advise the relevant employee that should a third violation, incident or accident occur, within the following six (6) calendar months time-frame, that the employee's employment with the company will be terminated.

An accident or incident caused by an employee's carelessness, recklessness or negligence will be grounds for immediate termination of the relevant employee's employment with the company.

A preventable incident is defined: an occurrence caused by the failure of an individual to do everything reasonably possible to avoid the incident.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Electric City, Inc.
Employee Safety Violation Report

To: _____ Date: _____

From: _____

Incident details: _____

Means to prevent reoccurrence: _____

Remarks: _____

Please renew your safety commitment. Your physical welfare and continued employment depend upon your concern for your safety and that of your coworkers.

Thank you for your cooperation!