



# Guidelines for the Head Office

## Issuing a Permanent Suspension

This guideline provides direction on how to proceed with a Permanent Suspension of a worker from all Polygon Construction Sites

If it is recommended that the permanent suspension of a worker or workers from all PCML sites is the appropriate disciplinary action for a Safety Violation, the following process should be followed;

Upon receipt of a Safety Violation Notice (Appendix G) indicating “Permanent Suspension” the Construction Manager for the project will review the matter to determine if a suspension from all projects is warranted.

If the Construction Manager determines that a suspension from all PCML projects is warranted, the Construction Manager will review the safety violation with the Senior Vice President Construction associated with the project.

If the Senior Vice President Construction agrees with a suspension from all PCML projects, the Construction Manager will provide a letter to the contractor associated with the worker(s) advising that the worker(s) is(are) “persona non grata” at all and future PCML workplaces. This letter will be copied to the Safety Manager, all Construction Managers, and the Senior Vice Presidents Construction.

The Safety Manager will maintain a copy of all letters regarding a suspension from all PCML projects.

If it is determined that a suspension from all PCML projects is not warranted the Construction Manager will communicate this to the Safety Manager.