

WRITTEN WORKPLACE DISCIPLINARY ACTION POLICY

California laws and regulations require that you assure that your employees comply with all laws and regulations pertaining to pesticides. A written workplace disciplinary action policy can help you to assure this.

Your disciplinary procedure must be consistent and supported with written documentation.

The following is provided by the Sonoma County Agricultural Commissioner's Office to assist you:

➤ Outline your procedures for assuring compliance:

1. Properly train employees.
2. Supervise employees.
3. Employees who fail to follow pesticide safety requirements will be subject to disciplinary actions as stated on page 2.
4. _____
5. _____

➤ If you decide to use an incentive program, describe how it works:

➤ Emphasize your commitment for training and retraining when the employee is hired, and when appropriate or required:

➤ Once you have adopted a policy, have the statement signed and dated by the employer and employee:

Employer: _____
(Print Employer Name)

Employee: _____
(Print Employee Name)

Signature: _____

Signature: _____

Date: _____

Date: _____

NOTE: These possible disciplinary measures should be reviewed in the context of your business operation or any collective bargaining agreement which may exist. You may want to seek legal advice before instituting any employee disciplinary policy.

NOTICE OF SAFETY INFRACTION

The safety of our employees is very important. Therefore, to prevent accidents or unsafe conditions, it is our policy to strictly enforce pesticide requirements.

Depending on the severity, infraction(s) of these requirements will result in the following:

- 1st INFRACTION: Verbal/Written Warning
- 2nd INFRACTION: Written Warning
- 3rd INFRACTION: 3 to 5 Day Suspension
- 4th INFRACTION: Dismissal/Termination

_____, you have been observed working in the
(Print Employee Name)

In the following unsafe manner, contrary to pesticide safety requirements:

This is your: ___First ___Second ___Third ___Fourth infraction.

Action taken is:

Employer: _____
(Print Employer Name)

Employee: _____
(Print Employee Name)

Signature: _____

Signature: _____

Date: _____

Date: _____