

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are available by contacting the **ESSHQ Procedures Coordinator, Bldg. 911A***

C-A OPERATIONS PROCEDURES MANUAL

1.26 C-AD Standards for Disciplinary Action

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Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

E. Lessard

Included herein are standards for the administration of disciplinary action for specific types of safety or security offenses at C-AD.

The disciplinary action selected for a particular offense will be chosen based on the facts of the specific situation taking into consideration any extenuating circumstances.

The SBMS Subject Area on Disciplinary Actions ([https://sbms.bnl.gov/Sbmsearch/subjarea/147/147\\_exh1.cfm](https://sbms.bnl.gov/Sbmsearch/subjarea/147/147_exh1.cfm)), and its categories of significant, major and minor offenses, will be followed.

For procedures associated with misconduct in research and scholarship, refer to [BNL Interim Procedure 2008-001](https://sbms.bnl.gov/sbmsearch/subjarea/105/3839d011.pdf) (<https://sbms.bnl.gov/sbmsearch/subjarea/105/3839d011.pdf>)

**Criminal acts:**

- 1) While at work, physical or verbal assault, theft or stealing any material or property with the intent to keep, sell or use it for personal gain, will result in immediate termination

**Significant offenses:**

- 2) *Willful* failure to adhere to or follow RSLOTO, LOTO, Work Planning or Orange Tag Procedures in C-AD OPM Chapters 1, 2, 7 or 9
- 3) *Willful* violation of radiation safety requirements
- 4) Fighting or creating a disturbance that causes injury to others; applies to the aggressor only
- 5) Demonstrating a carelessness or indifference to rules regarding sexual harassment, discrimination and [computer security](#)

**Major offenses:**

- 6) Failure to adhere to or follow property protection rules in [C-AD OPM 1.20](#)
- 7) Failure to report lost or stolen keys for a secured area or equipment; duplicating a key made for a secured area or equipment

**Minor offenses:**

- 8) Failure to wear personal protective equipment while performing work requiring this equipment. These violations would be categorized as minor, and a graded approach would be used to determine major or significant offenses;
- 9) Not meeting or maintaining training requirements listed in your Job Training Assessment

**Traffic violations and failure to follow safety or security postings:**

- 10) Traffic violations constitute safety infractions and could be cause for disciplinary action. Safety or security postings, whether temporary or permanent, *must* be followed by all managers, supervisors and workers. These violations would be categorized as minor, and a graded approach would be used to determine major or significant offenses. In the case of repeat offenders, the length of time between violations would be considered.