

Irregularity		Employees of BC site					
		Offender	Direct line superior	Unit Manager	Area Manager	Area Coordinator if the offender is not known	
FIRE PROTECTION	1.	Noncompliance with smoking and e-smoking rules.* (causes immediate danger)	Notice with Immediate effect (ban for 10 years)	5 points	2.5 points	1.5 points	2.5 points
	2.	Violation of the ban on smoking and e-smoking.* (does not cause immediate danger)	1st time: immediate termination and ban (6 months) - if an employee is employed in more than one employment relationship at the same time or enters into a new employment relationship with BC after the ban has expired and commits a second offence within 2 years of the first offence during the period of that employment relationship, the offence can be sanctioned by a notice with immediate effect and the employee is banned for 5 years with immediate effect of termination	5 points	2.5 points	1.5 points	2.5 points
	3.	Breach of fire ban and/or hot work regulations if fire was induced.*	Immediate termination (ban for 10 years)	5 points	2.5 points	1.5 point	2.5 points
	4.	Breach of fire ban and/or hot work regulations	10 % basic wage decrease for 2 months (6 points)	5 points	2.5 points	1.5 points	1.5 points
	5.	Restriction of access to firefighting areas and fire hydrants	6 points	3 points	1.5 points	0,5 point	0.5 point
	6.	Unreasonable use of fire protection and emergency response equipment held on stand-by (e.g. unauthorised use of hydrant) etc.	10 % basic wage decrease for 2 months (6 points)	3 points	2 points	1 point	1.5 points
	7.	Failure to report fire-fighting obligation and/or provide assistance	8 points	6 points	3 points	2 points	2 points
	8.	Unauthorised entry of tool suitable for making fire to technological area	2 points	1 point	0.5 point	0.5 point	0.5 point
WORK SAFETY PROTECTION	9.	Worktime not used for work (e.g. sleeping, private internet use, private mobile phone use etc.)	2 points	1 point	0,5 point	0.5 point	0.5 point
	10.	Unauthorised leave of workplace	5 points	3 points	2 points	1 point	1 point
	11.	Non-observance of regulations may lead to EHS event	2 points	1 point	0.5 point	0.5 point	0.5 point
	12.	Issue of irregular work permit	2 points	1 point	0.5 point	0.5 point	0.5 point
	13.	Lack of work permit	3 points	1 point	0.5 point	0.5 point	0.5 point
	14.	Employment/work of person with inappropriate qualification or who failed to participate in the required safety training	5 points	10 % basic wage decrease for 2 months	5 points	1 point	5 points
	15.	Performance of activity without the required licence	5 points	3 points	2 points	1 point	1 point
	16.	Work performed with invalid or expired medical eligibility examination*	1st time: deduction of the first or second part of the 1.5 month bonus according to the CBA (8 points) 2nd time: immediate termination (ban 5 years)	5 points	2.5 points	1.5 point	2 points
	17.	Ensuring defective or improper personal protective equipment	4 points	4 points	2 points	1 point	1 point
	18.	Failure to use or improper use of protective equipment	4 points	3 points	1.5 points	1 point	0,5 point
	19.	Irregular powertaking	3 points	2 points	1 point	0.5 point	1 point
	20.	Failure to make disconnections during work free period except for equipment requiring continuous energy	5 points	3 points	2 points	1 point	-
	21.	Employment of employee with failure to observe restrictions	3 points	6 points	3 points	2 points	1 point
	22.	Employee seriously endangers his own life, physical condition or health	10 % basic wage decrease for 2 months (6 points)	4 points	2 points	1 point	1.5 points
	23.	Employee seriously endangers others' life, physical condition or health*	Termination with immediate effect (ban for 5 years)	5 points	2.5 points	1.5 points	2.5 points
	24.	Work performance of employee without a valid work safety examination without supervision and deliberate failure to participate at obligatory training	10 % basic wage decrease for 1 month (5 points)	2.5 points	1.5 points	1.5 points	-
	25.	Not wearing or unproper wearing face mask	4 point	4 point	2 point	1 point	1 point
	26.	Unauthorized use of the Construction machinery / Lift has not been prevented	2 points	1 point	0.5 point	0.5 point	0.5 point
	27.	Failure to observe pandemic / Hygienic rules / Inadequate cleanliness of worn face masks, canteens, staying containers, lack of hygienic conditions eg: hand disinfection, hand washing, lack of cleaning /	3 points	2 point	0.5 point	0.5 point	0.5 point
	28.	Accident, injury not reported, late report	5 points	5 points	2,5 points	1,5 points	2,5 points
	29.	Collective protection intentional damage, conversion.	5 points	5 points	2.5 points	1.5 points	2.5 points
	30.	PPE is not on standby / not assembled	3 points	1 points	0.5 points	0.5 points	0.5 points
	31.	Workspace is not clean.	2 points	3 points	2 points	1 points	1 points

	32.	The accident was caused by the employee's own fault	10 % basic wage decrease for 1 months 6 points	3 points	2 points	1 points		
SECURITY	33.	Consumption of alcohol resp. drug and/or dope at company area, or in case of traceability of above mentioned agents the entrance or staying inside.	1st time: immediate termination and ban (6 months) - if the employee is employed in more than one employment relationship at the same time or enters into a new employment relationship with BC after the ban has expired and commits a second offence punishable by immediate termination within 2 years of the first offence within the duration of that employment relationship, the employee will be banned for 5 years by a termination with immediate effect .	2.5 points	1 point	1 point	-	
	34.	Positive result during pre-breathalyser test:	1st time: leave/day off or certified unpaid absence according to the employee's choice 2nd time: 1 month 10% reduction in basic salary (6 points) 3rd time: deduction of the first or second part of the 1.5 month bonus according to the CBA	-	-		-	
	35.	Transfer of entrance permit and/or its unauthorised use*	1st time: deduction of the first or second part of the 1.5 month bonus according to the CBA (8 points) 2nd time: immediate notice (ban 5 years)	3 points	1 point	1 point	-	
	36.	Offence of admission application procedure	5 points	2 point	1 point	1 point		
	37.	Traffic or stay on a prohibited area	3 points	2 points	0,5 point	0,5 point	1,5 points	
	38.	Traffic or stay on an unauthorised area	2 points	1 point	0,5 point	0,5 point	1 point	
	39.	Exceeding of speed limit	According to chart 1	1/2 of offender's point according to chart 1	1/4 of offender's point according to chart 1	1/4 of offender's point according to chart 1	Same as offender's point	
	40.	Disregarding closed railing bar or light railing bar or signalman's NO sign*	8 points	3 points	2 points	1 point	4 points	
	41.	Causing road accident with personal injury*	8 points	3 points	2 points	1 point	4 points	
	42.	Disregarding "Stop and give way" sign *	4 points	1,5 points	1 point	1 point	2 points	
	43.	Stopping or waiting under the effect of prohibiting traffic sign and the driver is not present	3 points	2 points	1 point	1 point	2 points	
	44.	Stopping or waiting under the effect of prohibiting traffic sign and the driver is present	2 points	1 point	1 point	1 point	-	
	45.	Using a mobile phone or two-way portable radio when driving	4 points	2 points	1 point	1 point	2 points	
	46.	Failure to use seatbelt built in the vehicle	3 points	1 point	1 point	1 point	1 point	
	47.	Driving a vehicle with invalid driver's licence	1 point	1 point	0,5 point	0,5 point	-	
	48.	Overdue technical examination	2 points	2 points	1 point	1 point	-	
	49.	Hindering traffic without permit	half lane 2 points full 3 points	1/2 of offender's point	1/2 of offender's point	1/2 of offender's point	1 point	
	50.	Driving a vehicle onto a grassy crushed stone area without licence	2 points	1 point	1 point	1 point	1 point	
	51.	Offending any other traffic rule not defined here	3-4 points	1/2 of offender's point	1/4 of offender's point	1/4 of offender's point	1 point	
	52.	Taking prohibited assets without permit or its attempt to site (alcoholic drinks, drug, arms, bullets, pyrotechnical tools ... etc.)*	1st time: deduction of the first or second part of the 1.5 month bonus according to the CBA (8 points) 2nd time: immediate notice (ban 5 years)	4 points	2 points	2 points	2 points	
	53.	Taking photographs without permit on BC site	4 points	2 points	1 point	1 point	1 point	
	54.	Unauthorised publication of photograph taken of BC site	Termination with immediate effect (ban for 5 years)	5 points	2 points	1 point	-	
	55.	Making news public that bothers public calmness and damages the Company's goodwill	Based on BC top management decision	1 point	1 point	1 point	-	
	56.	Act against property*	Termination with immediate effect (ban for 10 years)	3 points	1,5 points	1 point	1 point	
	ENVIRONMENTAL PROTECTION	57.	Damage to green areas	2 points	1 point	1 point	1 point	0,5 point
		58.	Moving excessive mud onto the road surface and failure to clean it off subsequently	2 points	1 point	1 point	1 point	0,5 point
		59.	Road pollution during transportations	5 points	3 points	2 points	1 point	1 point
		60.	Collection of generated waste at an improper place or improper container or not selectively	5 points	3 points	2 points	1 point	1 point
61.		Unauthorised waste water emission that does not call for water quality damage prevention	3 points	2 points	1 point	1 point	1 point	
62.		Intended emission of waste water/contaminant that calls for water quality damage prevention*	Deduction of the first or second part of the 1.5 month bonus according to the CBA (8 points) 2nd time: termination with immediate effect (ban 5 years)	5 points	3 points	2 points	2 points	
63.		Soil contamination	10 % basic wage decrease for 2 months (6 points)	3 points	2 points	1 point	1,5 points	
64.		Contamination of and damage to ground water monitoring wells, which may entail redrilling the well*	Deduction of the first or second part of the 1.5 month bonus according to the CBA (8 points) 2nd time: termination with immediate effect (ban 5 years)	5 points	3 points	2 points	2 points	

65.	Other offence not defined here	According to Director HSE's specific judgement	According to Director HSE's specific judgement	According to Director HSE's specific judgement	According to Director HSE's specific judgement	According to Director HSE's specific judgement
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Chart No. 1				
Rate of sanctions applied in case of speeding				
	Rate of speeding	First case	Second case (within 1 year)	Third case (within 1 year)
BC employee	31-40 (km/h) exceeding the allowable speed by 10 km/h or	Verbal warning (2 points)	Written notice (4 points)	10 % wage decrease for 1 month + withdrawal of licence to drive Company vehicles for 3 months (6 points)
	41-50 (km/h) or exceeding the allowable speed by 20 km/h	Written notice (4 points)	10 % basic wage decrease for 2 months + withdrawal of licence to drive Company vehicles for 3 months (6 points)	10 % basic wage decrease for 3 months + withdrawal of licence to drive Company vehicles for 6 months (7 points)
	Over 50 (km/h) or exceeding the allowable speed limit by 30 km/h	10 % basic wage decrease for 3 months (7 points)	Withdrawal of the first or second part of the 1.5 month's bonus according to the CBA (8 points)	Termination with immediate effect
BC's full-time driver	31-40 (km/h)	Verbal warning (3 points)	Written notice (5 points)	10 % basic wage decrease for 2 months (6 points)
	41-50 (km/h)	Written notice (5 points)	10 % basic wage decrease for 3 months (7 points)	Withdrawal of the first or second part of the 1.5 month's bonus according to the CBA (8 points)
	Over 50 (km/h)	10 % basic wage decrease for 4 months (7 points)	Withdrawal of the first or second part of the 1.5 month's bonus according to the KSZ (8 points)	Termination with immediate effect

Sanctions	Offender	Sanctions	Direct line superior	Unit Manager	Area Manager	Area Coordinator
Verbal warning	1-3 points	written warning	From 10 points	From 15 points	From 20 points	From 15 points
Written notice	4-5 points	basic wage reduction	From 14 points	From 21 points	From 28 points	From 21 points
Basic wage decrease	6-7 points	Withdrawal of the first or second part of the 1.5 month bonus under the KSZ	From 18 points	From 27 points	From 36 points	27 points
13th half-monthly withdrawal	8-9 points	classification in category "E" according to BC-HR-005	From 20 points	From 30 points	From 40 points	30 points
Extraordinary notice	Over 10 points		In case of points received after offender	In case of points received after offender	In case of points received after offender	In case of points received after offender

* - Marking of highly severe offence
 ** Immediate danger: there is a realistic possibility of an accident or other incident related to the act (e.g. smoking in an explosive atmosphere).

All sanction points shall be taken into consideration registered within a year when establishing accountability!

- Direct line superior can be: Officer/shift leader, department/plant manager, Director
 - Unit Manager : Manager, Director
 - Area Manager: Director

Person of the direct line superior depends on the characteristic of the committing organisational unit:
 E.g. (1): In case of n-5 offender who has no office manager /shift leader, the n-3 level Manager is considered as a direct line superior.
 E.g. (2): in case of an offender at n-4 level, an-3 level Manager can be considered as a direct line superior.
 E.g. (3): in case of an offender at n-3 level, an n-2 level Director can be considered as a direct line superior.