		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 abnd 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 pont	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 pont	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 pont	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.	Failure to close work permit (Confined space, hot work, etc.)	2 points	1 point	0,5 points	0,5 points	0,5 points
	15.	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
	16.	Performance of activity without the required licence	5 points	3 points	2 points	1 point	1 point
	17.	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
	18.	Ensuring defective or improper personal protective equipment	6 points	4 points	2 points	1 point	1 point
	19.	Failiure to use or improper use of protective equipment	10 % basic wage decrease for 2 months 5 points	5 % basic wage decrease for 1 month 5 points	5 points	3 points	1,5 points
	20.	Useness of two or more personal protective equipment at the same time or in the event of AC4 or more serious injury resulting from failure to use any of personal protective equipment	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)	10 % basic wage decrease for 2 months 5 points	10 % basic wage decrease for 1 month 5 points	5 % basic wage decrease for 1 month 5 points	2,5 points
	21.	Irregular powertaking	3 points	2 points	1 point	0.5 point	1 point
	22.	Failure to make disconnections during work free period except for equipment requiring continuous energy	5 points	3 points	2 points	1 point	-
	23.	Employment of employee with failure to observe restrictions	3 points	6 points	3 points	2 points	1 point
	24.	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
	25.	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
	26.	Work performance of employee without a valid work safety examination without supervision and deliberate failure to participate at obligatory training	1st time: Written notice (4 points) 2nd time:10 % basic wage decrease for 3 months	1 st time: 5 points 2 nd time: 10 % basic wage decrease for 1 month	2.5 points	1.5 points	-
	27.	Not wearing or unproper wearing face mask	4 point	4 point	2 point	1 point	1 point
	28.	Unauthorized use of the Construction machinery / Lift has not been prevented	2 points	1 point	0.5 point	0.5 point	0.5 point
	29.	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 / eating and drinking at the technology area	3 points	2 point	0.5 point	0.5 point	0.5 point
	30.	Accident, injury not reported, late report	5 points	5 points	2,5 points	1,5 points	2,5 points
	31.	Intentional damage, modification, or absence of collective protection, and failure to perform periodic inspections (e.g., handrails, gratings, gas detectors, insulation).	5 points	5 points	2,5 points	1,5 points	2,5 points
	32.	Intentional damage, modification, absence, improper construction of scaffolding, or failure to perform periodic inspections.	5 points	5 points	2,5 points	1,5 points	2,5 points

		Irregularity	Employees of BC site				
			Offender	Direct line superior	Unit Manager	Area Manager	Area Coordinator if the offender is not known
	33.	PPE is not on standby / not assembled	3 points	1 points	0,5 points	0,5 points	0,5 points
	34.	Workspace is not clean.	2 points	3 points	2 points	1 points	1 points
	35.	The accident was caused by the employee's own fault (other, not connecting to PPE)	10 % basic wage decrease for 1 months 6 points	3 points	2 points	1 points	
SECURITY	36.	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	_
	37.	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	-	-		-
	38.	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 pont	1 point	_
	39.	Offence of admission application procedure	5 points	2 pont	1 point	1 point	
	40.	Traffic or stay on a prohibited area	3 points	2 points	0,5 point	0,5 point	1.5 points
	41.	Traffic or stay on an unauthorised area	2 points	1 point	0.5 point	0.5 point	1 point
	42.	Exceeding of speed linmit	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
	43.	Disregaring closed railing bar or light railing bar or signalman's NO sign*	8 points	3 points	2 points	1 point	4 points
	44.	Causing road accident with personal injury*	8 points	3 points	2 points	1 point	4 points
	45.	Disregaring "Stop and give way" sign *	4 points	1.5 points	1 point	1 point	2 points
	46.	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
	47.	Stopping or waiting under the effect of prohibiting traffic sign and the driver is present	2 points	1 point	1 point	1 point	_
	48.	Using a mobile phone or two-way portable radio when driving	4 points	2 points	1 point	1 point	2 points
	49.	Failure to use seatbelt built in the vehicle	3 points	1 point	1 point	1 point	1 point
	50.	Driving a vehicle with invalid driver's licence	1 point	1 point	0,5 pont	0.5 point	_
	51.	Overdue technical examination	2 points	2 points	1 point	1 point	_
	52.	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
	53.	Driving a vehicle onto a grassy crushed stone area without licence	2 points	1 point	1 point	1 point	1 point
	54.	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
	55.	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
	56.	Taking video or photographs without permit on BC site	4 points	2 points	1 point	1 point	1 point
	57.	Unauthorised publication of video or potograph taken of BC site	Termination with immediate effect (ban for 5 years)	5 points	2 points	1 point	-
	58.	Making news public that bothers public calmness and damages the Company's goodswill	Based on BC top management decision	1 point	1 point	1 point	-
	59.	Act against property*	Termiantion with immediate effect (ban for 10 years)	3 points	1.5 points	1 point	1 point
TION	60.	Damage to green areas	2 points	1 point	1 point	1 point	0.5 point
	61.	Moving excessive mud onto the road surface and faiure to clean it off subsequently	2 points	1 point	1 point	1 point	0.5 point
	62.	Road pollution during transportations	5 points	3 points	2 points	1 point	1 point
	63.	Collection of generated waste at an improper place or improper container or not selectively	5 points	3 points	2 points	1 point	1 point
	64.	Unauthorised waste water emission that does not call for water quality damaage prevention	3 points	2 points	1 point	1 point	1 point

		Irregularity	Employees of BC site				
			Offender	Direct line superior	Unit Manager	Area Manager	Area Coordinator if the offender is not known
ENVIRONMENTAL PROTECTI	65.	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
	66.	Soil contamination	10 % basic wage decrease for 2 months (6 points)	3 points	2 points	1 point	1.5 points
	67.	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
OTHER	68.	Repeated violation of the same nature within thirty days	5 points	3 points	1	1	1
	69.	Deliberate deception of the organizational unit responsible for investigation	5 points	3 points	1	1	1
	70.	Non-compliant storage, transport, and labeling of chemical substances	5 points	3 points	1	1	1
	71.	Obstruction of the inspection, refusal to cooperate, or exhibiting threatening behavior, verbal aggression, or other inappropriate conduct toward the inspector during the inspection process	8 points	6 points	3 pont	2 pont	2
	72.	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

OTHER

Chart No. 1

Rate of sanctions applied in case of overspeeding

	Rate of overspeeding	First case	Second case (within 1 year)	Third case (withn 1 year)
BC employee	**31-40 (km/h) or exceeding the allowable speed by 10 km/h**	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 lince 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 monthgs (7 pints)	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
Written notice	1-5 points		From 14 points***	From 21 points	From 28 points	From 21 points
Basic wage decrease	6-7 points	basic wage reduction	From 18 points	From 27 points	From 36 points	27 points
13th half-monthly withdrawal	8-9 points	Withdrawal of the first or second part of the 1.5 month bonus under the KSZ 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).
***

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

- 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.

Sanctioning shall not be valid from n-1 up. Update: Jun 2026