

Irregularity			Employees of BC site				
			Offender	Direct line superior	Unit Manager	Area Manager	Area Coordinator if the offender is not known
FIRE PROTECTION	1.	Smoking and e-smoking ban violation. *	Immediate notice (ban for 10 years)	5 points	2.5 points	1.5 points	2.5 points
	2.	Breach of fire ban and/or hot work regulations if fire was induced. *	Immediate notice (ban for 10 years)	5 points	2.5 points	1,5 pont	2.5 points
	3.	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
	4.	Restriction of access to firefighting areas and fire hydrants	6 points	3 points	1.5 points	0,5 pont	0.5 point
	5.	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
	6.	Failure to report fire-fighting obligation and/or provide assistance	8 points	6 points	3 points	2 points	2 points
	7.	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	8.	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
	9.	Unauthorised leave of workplace	5 points	3 points	2 points	1 point	1 point
	10.	Non-observance of regulations may lead to EHS event	2 points	1 point	0.5 point	0.5 point	0.5 point
	11.	Issue of irregular work permit	2 points	1 point	0.5 point	0.5 point	0.5 point
	12.	Lack of work permit	3 points	1 point	0.5 point	0.5 point	0.5 point
	13.	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
	14.	Performance of activity without the required licence	5 points	3 points	2 points	1 point	1 point
	15.	Work performed with invalid or expired medical eligibility examination*	1st time: withdrawal of semi-annual 13th month bonus payment (8 points) 2nd time: immediate notice (ban for 10 years)	5 points	2.5 points	1.5 point	2 points
	16.	Ensuring defective or improper personal protective equipment	4 points	4 points	2 points	1 point	1 point
	17.	Failure to use or improper use of protective equipment	4 points	3 points	1.5 points	1 point	0,5 pont
	18.	Irregular powertaking	3 points	2 points	1 point	0.5 point	1 point
	19.	Failure to make disconnections during work free period except for equipment requiring continuous energy	5 points	3 points	2 points	1 point	-
	20.	Employment of employee with failure to observe restrictions	3 points	6 points	3 points	2 points	1 point
	21.	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
	22.	Employee seriously endangers others' life, physical condition or health *	Immediate notice (ban for 5 years)	5 points	2.5 points	1.5 points	2.5 points
	23.	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	-
	24.	Not wearing or unproper wearing face mask	4 point	4 point	2 point	1 point	1 point
	25.	Unauthorized use of the Construction machinery / Lift has not been prevented	2 points	1 point	0.5 point	0.5 point	0.5 point
	26.	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
SECURITY	27.	Entrance to or stay on the Company site (not at his work area ) under the influence of alcohol or drug and/or narcotics *	Immediate notice (ban for 10 years)	2.5 points	1 point	1 point	-
	28.	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.	Immediate notice (ban for 10 years)	5 points	2.5 points	1 point	-
	29.	Positive result during pre-breathalyser test:		-	-		-
	30.	Transfer of entrance permit and/or its unauthorised use*	1st time: withdrawal of semi-annual 13th month bonus payment (8 points) 2nd time: immediate notice (ban for 10 years)	4 points	2.5 point	1 point	-
	31.	Offence of admission application procedure	5 points	2,5 pont	1 point	1 point	
	32.	Traffic or stay on a prohibited area	3 points	2 points	1 point	1 point	1.5 points
	33.	Traffic or stay on an unauthorised area	2 points	1 point	0.5 point	0.5 point	1 point
	34.	Exceeding of speed linnit	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
	35.	Disregarding closed railing bar or light railing bar or signalman's NO sign *	8 points	3 points	2 points	1 point	4 points
	36.	Causing road accident with personal injury *	8 points	3 points	2 points	1 point	4 points
	37.	Disregarding "Stop and give way" sign *	4 points	1.5 points	1 point	1 point	2 points
	38.	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
	39.	Stopping or waiting under the effect of prohibiting traffic sign and the driver is present	2 points	1 point	1 point	1 point	-
	40.	Using a mobile phone or two-way portable radio when driving	4 points	2 points	1 point	1 point	2 points

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41. Failure to use seatbelt built in the vehicle	3 points	1 point	1 point	1 point	1 point
42. Driving a vehicle with invalid driver's licence	1 point	1 point	0.5 point	0.5 point	-
43. Overdue technical examination	2 points	2 points	1 point	1 point	-
44. 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
45. Driving a vehicle onto a grassy crushed stone area without licence	2 points	1 point	1 point	1 point	1 point
46. 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
47. Taking prohibited assets without permit or its attempt to site (alcoholic drinks, drug, arms, bullets, pyrotechnical tools ... etc.) *	1st time: withdrawal of semi-annual 13th month bonus payment (8 points) 2nd time: immediate notice (ban for 10 years)	4 points	2 points	2 points	2 points
48. Taking photographs without permit on BC site	4 points	2 points	1 point	1 point	1 point
49. Unauthorised publication of photograph taken of BC site	Immediate notice (ban for 5 years)	5 points	2 points	1 point	-
50. 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	-
51. Act against property *	Immediate notice (ban for 10 years)	3 points	1.5 points	1 point	1 point
52. Damage to green areas	2 points	1 point	1 point	1 point	0.5 point
53. 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
54. Road pollution during transportations	5 points	3 points	2 points	1 point	1 point
55. Collection of generated waste at an improper place or improper container or not selectively	5 points	3 points	2 points	1 point	1 point
56. Unauthorised waste water emission that does not call for water quality damage prevention	3 points	2 points	1 point	1 point	1 point
57. Intended emission of waste water/contaminant that calls for water quality damage prevention *	1st time: withdrawal of semi-annual 13th month bonus payment (8 points) 2nd time: immediate notice (ban for 10 years)	5 points	3 points	2 points	2 points
58. Soil contamination	10 % basic wage decrease for 2 months (6 points)	3 points	2 points	1 point	1.5 points
59. Contamination of and damage to ground water monitoring wells, which may entail redrilling the well*	1st time: withdrawal of 13th month bonus payment (8 points) 2nd time: immediate notice (ban for 10 years)	5 points	3 points	2 points	2 points
OTHER	60. 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

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 (points) (4)	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 semi-annual 13th month bonus payment (8 points)	Extraordinary notice
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 semi-annual 13th month bonus payment (8 points)
	Over 50 (km/h)	10 % basic wage decrease for 4 months (7 points)	Withdrawal of semi-annual 13th month bonus payment (8 points)	Extraordinary notice

Sanctions	Offender	Direct line superior	Unit Manager	Area Manager	Area Coordinator
Verbal warning	1-3 points	From 6 points	From 9 points	From 12 points	From 9 points
Written notice	4-5 points	From 10 points	From 15 points	From 20 points	From 15 points
Basic wage decrease	6-7 points	From 14 points	From 21 points	From 28 points	From 21 points
13th half-monthly withdrawal	8-9 points	From 18 points	From 27 points	From 36 points	27 points
Extraordinary notice	Over 10 points	From 20 points	From 30 points	From 40 points	30 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

**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.

Sanctioning shall not be valid from n-1 up.