

## **Process for handling Operation RedBlock mark-off for Mechanical Employees:**

### **Step 1:**

Employee under the influence of illicit drugs or alcohol will contact the **foreman/local supervisor** of his/her need to mark-off **Operation RedBlock**.

*Note:*

*In the case where an employee does not report directly to a Foreman he/she would call their next immediate Manager.*

### **Step 2:**

Foreman/local supervisor will mark-off the employee “**Sic.**”

*Note:*

- *This handling can happen when Foreman receives the call or when calling the Employee.*
- *No Comments will be placed in the employees' history. **This information is confidential and should be treated so.***

### **Step 3:**

Foreman will notify the Local Supervisor of the employee marking off “Sic”

### **Step 4:**

Local Manager will contact **one** of the ORB System Coordinators below of the employee marking off.

#### **ORB System Coordinators contact information:**

- Scott Higgins – (423) 946-2030
- Tad Hood – (912) 337-2996

Please leave following information on voicemail if no answer:

- 1.) Name of Employee**
- 2.) ID Number**
- 3.) Time of mark-off**
- 4.) Location of mark-off**
- 5.) Employee Phone number**

### **Step 5:**

The Coordinator will then contact the local Team Captain who will personally contact the employee and Local Chairman when required.

- **Employees marking off Operation RedBlock will be permitted to stay in company provided lodging until next tour of duty.**
- **Employee will not be eligible for a time/meal allowance on the day of the Operation RedBlock mark off.**
- **Employees are not permitted to leave the premises, of company provided lodging, using his/her personal-company vehicle.**