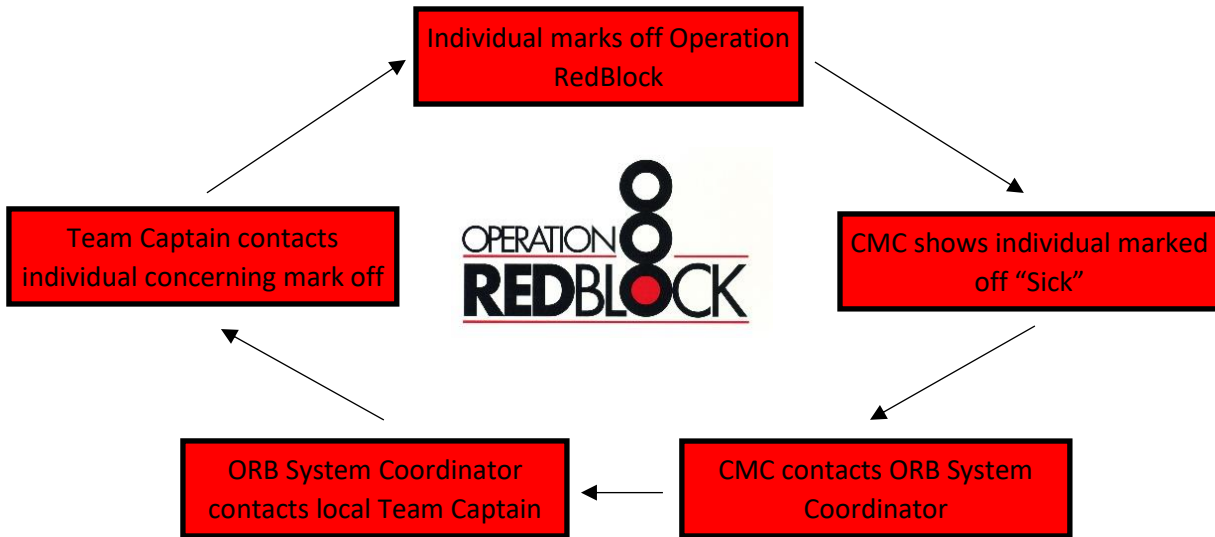


Mark off cycle & guidelines:



A mark off can occur **on call**, **on duty**, or at the **away from home terminal**. Each individual mark off will count for a period of 12 months by itself.

- **First Time** – Team Captain contacts the employee, discusses with him/her facts of the mark-off, and offers whatever assistance is necessary. Reminding the employee of his/her working responsibility.

- **Second Time** – Team Captain contacts the employee, discusses facts of the mark-off, educate employee on guidelines for Operation RedBlock program, and their work responsibility. If mark off happens again employee could be referred to the Employee Assistance Program Counselor in accordance with the Co-Worker by-pass agreement and the Local Chairman will be consulted.

- **Third Time** – Team Captain contacts the employee discusses the mark-off. The ORB Coordinator will counsel with Team Captain, Local Chairman, and General Chairman of situation. If all agree, employee will be instructed to contact company Employee Assistance Counselor within (5) days as per the Co-Worker by-pass agreement. The ORB Coordinator will then contact management as per Co-Worker by-pass Agreement.

*****An employee can be referred to the EAP at any time based on individual situations.**