

**Maintenance of Way**  
**Operation RedBlock Mark-off Guidelines**

The following are the Operation RedBlock Mark-Off Guidelines:

**“For an – On Call, - or Away from Home Terminal – an employee will be allowed to mark-off Operation RedBlock – (3) three times within a 12 month period.”  
(Each event is counted for a rolling 12 month period 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 with him/her facts of the mark-off and offers whatever assistance is necessary. Remind the employee of his/her working responsibility and educate employee on guidelines for Operation RedBlock program. They must also be notified that if mark-off happens again, he/she could be referred to the Employee Assistance Program Counselor in accordance with the bypass agreement. The local chairman must be notified of current mark-off status.
  
- **Third time** - Team Captain contacts employee and discusses the mark-off. The ORB Coordinator will counsel with the 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 Bypass Agreement. The ORB Coordinator will then contact management as per Bypass Agreement.

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