



For more information visit: OperationRedBlock.net

Operation RedBlock mark-off guidelines

For an **On Call, On Duty, or Away from Home Terminal**, an employee will be allowed to mark off Operation RedBlock 3 times within a twelve month period.

First time - Team Captain contacts employee, discusses with him/her facts of mark-off, and offers whatever assistance is necessary. Reminds employee of his/her working responsibility.

Second time - Team Captain contacts employee, discusses facts of the mark-off, educates 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 Bypass Agreement. The employee's Local Chairman will be consulted.

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 Co-Worker Bypass Agreement. The ORB Coordinator will then contact management as per Co-Worker Bypass Agreement.

An Employee can be referred to the EAP at any time based on individual situations