

DISCIPLINARY RECOGNITION SAFETY INCENTIVE

STRAVIK Construction Group · Controlled Document

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STV-HRM-PRO-004	00 (Initial Issue)	2026-10-24	[HR MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To establish a consistent, transparent, and fair procedure for addressing unsafe acts or behavior, and for recognizing individuals or teams who demonstrate exceptional commitment to health, safety, environmental, and quality performance. This procedure reinforces STRAVIK Construction Group's core values of accountability, continuous improvement, and positive reinforcement.

2. SCOPE

This policy applies to all STRAVIK Construction Group employees, subcontractors, and site personnel working under STRAVIK supervision at corporate offices and project sites.

It governs:

- Disciplinary actions for violations of company safety and conduct standards.
- Recognition programs for exemplary performance and compliance.

3. REFERENCES

- OSHA 29 CFR 1904.35 — Employee Involvement
- ISO 45001:2018 — Occupational Health & Safety Management
- STRAVIK HSE Manual (STV-EHS-01)
- STRAVIK Corporate Code of Ethics (STV-GOV-POL-002)
- STRAVIK Human Resources Policy (STV-HRM-PRO-001)

4. RESPONSIBILITIES

Role Responsibilities

Final authority for enforcement and approval of President program.
Oversees disciplinary investigations and incentive HSE Manager tracking.
Ensures fair application at site level; reviews Project Manager corrective actions.
Conduct initial coaching or verbal warnings; promote Supervisors/Foremen recognition.
Maintains all disciplinary and recognition records; HR Department ensures confidentiality.

5. DISCIPLINARY PROCEDURE

Disciplinary actions are corrective, not punitive, and aim to prevent recurrence of unsafe behavior.

5.1 Progressive Stages:

1. Verbal Warning – Coaching session documented on Form HR-F04A.
2. Written Warning – Issued for repeated or serious safety violations.
3. Final Warning / Suspension – Applied for willful disregard of safety protocols.
4. Termination – Reserved for gross negligence, theft, violence, or willful misconduct.

5.2 Immediate Termination Offenses:

- Falsifying safety or timesheet records.
- Tampering with safety equipment or PPE.
- Possession of drugs, alcohol, or weapons on company premises.
- Reckless actions endangering self or others.

5.3 Appeals: Employees may appeal any disciplinary action through HR within five (5) business days of issuance.

6. RECOGNITION & SAFETY INCENTIVE PROGRAM

STRAVIK Construction Group promotes a Safety-First Culture by recognizing positive performance through measurable, fair, and transparent criteria.

Recognition Award

Eligibility Level	Criteria Examples	Frequency
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Zero incidents, proactive

Individual All employees	reporting, near-miss	Safety Coin, Gift Monthly
Recognition	reporting, positive peer leadership	Card, Certificate

No incidents, 100% Crew / Trade Project or trade Lunch Voucher, attendance at toolbox talks, Quarterly

Team	group positive audit	Team Bonus	
Project	Project Zero LTIs, Audit ≥ 95%,	Bonus	
Milestone	management & client commendation	Recognition /	Annual

Award	HSE teams	HSE Banner	
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6.1 Points System: Each positive act = +5 points Each verified violation = -2 to -10 points (based on severity)
Top-performing teams are announced in monthly safety meetings.

7. REPORTING & REVIEW

- All disciplinary and recognition activities must be recorded in the Safety Performance Register (STV-HR-F04).
- HSE and HR jointly review trends monthly.
- Annual summary is presented during the Corporate Management Review.

8. RECORD RETENTION

All records (forms, meeting minutes, awards, and disciplinary documentation) are to be retained for 5 years in secure HR/HSE archives or QMS SharePoint.

9. CONFIDENTIALITY & FAIRNESS

All disciplinary records are confidential and handled in accordance with HR privacy standards. Recognition awards are communicated publicly to reinforce positive culture, while disciplinary actions remain private.

STRAVIK Construction Group maintains a zero-tolerance policy toward retaliation, favoritism, or unfair disciplinary treatment.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.