



"Every Employee Returns Home Safe...Every Day."
HCC Safety Mantra

Administrative Citation Policy

Contractors, Subcontractors & Sub-Subcontractors

It is the intent of the HCC Employee Safety Division to provide a safe, secure, and sound work environment for all employees directly or indirectly associated with any HCC project. At HCC, employee safety and well being is our number one priority above and beyond all others.

HCC Employee Citation Policy

1. First Offense – Formal Written Warning Issued
 - a. Applied to permanent Employee File
 - b. Authorized HCC representative reserves every right to issue a Citation to the indicted employee, rather than a warning, upon thorough review of the safety breach/violation.
2. Second Offense – Formal Administrative Citation Issued
3. Third Offense – Formal Administrative Citation Issued
 - a. Applied to permanent Employee File
 - b. Employee will receive one (1) week of leave without monetary retribution
4. Fourth Offense – Formal Administrative Citation Issued
 - a. Applied to permanent Employee File.
 - b. Employment will be terminated.

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**The aforementioned Offenses are conclusive to a twelve (12) month period only.*

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