

J.E. SELLORS SERVICES LTD. DISCIPLINARY POLICY

The J.E. SELLORS SERVICES LTD. Disciplinary Policy sets the standard for correcting noncompliant behavior. Workers not following company rules and procedures, violating policy, behaving in a disruptive or unsafe manner, working or behaving in a substandard manner or causing loss of reputation to the company will be subjected to disciplinary actions.

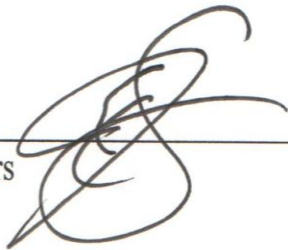
Disciplinary steps progress from a verbal warning to written warning, suspension and dismissal based on the severity of the activity or behavior in question. Disciplinary processes may be used only in cases where workers would be reasonably expected to have the knowledge of appropriate behaviors. There must be job related grounds to justify the use of discipline. Disciplinary notice forms will be kept on file in the employees personnel file for one year from the date of discipline.

Disciplinary actions will be appropriate for the noncompliant behavior. Workers will always be given a fair opportunity to respond to any disciplinary action. Timeframes will be given to correct the deficient behaviors unless the workers employment is terminated.

Managers and supervisors will apply the disciplinary policy as necessary. The specific disciplinary action taken depends on the nature and severity of the noncompliant activity or behavior. Discharge (termination of employment) can be used as the first and only disciplinary action in severe cases.

Specific procedures for applying this policy are outlined in the J.E. SELLORS SERVICES LTD. Health and Safety manual rules and work procedures section.

Jeremy Sellors
President



February 2012