



"Creating Life Opportunities"

Policy and Procedure # 270

Unsafe Acts By Employees

Approval: /S/ Dani Cook Effective Date: 7/28/21

POLICY:

EFI is constantly striving to assure safe environments for our employees and clients. In order to provide a safe work environment for employees and clients, a safe living environment for clients, and ensure that anyone being transported by an EFI employee or volunteer is provided such in a safe and responsible manner, all unsafe acts may result in corrective action up to and including termination of employment.

PROCEDURE:

1. Unsafe acts include failure to follow the EFI motor pool driver requirements P&P, or any other types of actions commonly and customarily considered unsafe or questionable.
2. If a possible unsafe act is observed:
 - A. The observer should report the incident to their supervisor or Department Director.
 - B. The Department Director shall report to the Executive Director.
 - C. Meetings may be held with the employee involved, and possibly the observer to clarify the incident and to determine if corrective actions are warranted. Corrective actions shall be conducted as outlined in the EFI employee corrective action process P&P.