

At Alliance Geotechnical our employees are a very important key asset. Management sets direction and guidelines, yet the running of the company greatly depends on the contribution from and by the staff.

In a positive and open environment, employees feel they can contribute and grow, and this is the climate we strive to create at Alliance Geotechnical.

Sometimes there are hurdles to overcome, but everything can be resolved as long as an intention exists to solve the matter in a positive fashion.

Management's philosophy of 'where there is a will, there is a way' can sometimes be affected by the conflicting personalities involved.

We invest extensively in our employees through training, development and selection, and we want the relationship to work for all involved.

The following problem resolution framework has therefore been implemented for those employees with a desire to resolve matters as positive adults.

All employees are invited to discuss matters with the management openly and positively.

The management may see the parties individually or as a group to resolve any outstanding and festering matters.

Where a resolution fails to evolve, the management will enforce a solution to be implemented by all parties.

All stages will be documented and file notes provided to the parties involved.

Employee Misconduct & Consequences

All employees will be expected to act in a suitable manner at all times. At Alliance Geotechnical we provide a positive and safe work environment and expect all employees to uphold these standards.

Certain rules of conduct and behaviour apply. These ensure a harmonious work environment for all concerned.

Failure to follow these rules may result in disciplinary action from a written warning to termination, depending on the severity of the offence. Any disciplinary action will be recorded in your personal file, and will be taken into consideration when reviewing opportunities for advancement within the company.

Below is a list of some violations or events that may result in disciplinary action, termination or legal action, but it should not be considered all-inclusive. Management has the discretion to review this list or its interpretation.

- Removing or misplacing company property or equipment, client records or company documentation without prior approval.
- Any violation of any company policy or procedure as outlined in this manual, including any violation of the company's anti-discrimination or equal opportunity policies.
- Falsification or misrepresentation of qualifications or experience while applying for employment with Alliance Geotechnical.
- Destroying or damaging any company property.
- Use of mobile phone or handheld equipment whilst operating Alliance Geotechnical vehicles.
- Failure to follow the rules and responsibilities as outlined by management or your immediate supervisor.
- Consumption of alcohol or any controlled substance during work hours.
- Misrepresentation of the prime directive as outlined in the company mission statement.
- Absence from work without proper cause and documentation.

- Lateness without proper cause or documentation.
- Falsely stating incorrect shift start and finish times.
- Inability to perform assigned tasks.
- Poor attitude to work.

Disciplinary Procedures

Alliance Geotechnical will expect all employees to follow any policies and procedures outlined in this manual. It is our goal to create a fair and efficient environment for all employees. Should any employee act with disregard to any of the relevant policies and procedures it may become necessary to take disciplinary action.

Where disciplinary action becomes necessary the following procedures will take place.

- Stage 1: Discussion and Verbal Warning: This is a verbal conversation where you and your immediate supervisor will discuss the event/incident. This will result in recommendations for improvements, together with an action plan or training program with time lines where appropriate.
- Stage 2: First Written Warning: If there is no significant improvement in performance as agreed in Stage 1, or another incident takes place, your supervisor will issue a written warning. You have the right to discuss this document with your supervisor and comment in writing. If you wish to discuss the matter, the conversation will take place in the presence of a staff member appointed by the supervisor. Documents related to the matter will be placed on your personal file.
- Stage 3: Final Written Warning and Termination: If the disciplinary review process fails, you will be terminated. Where the event or incident has been unacceptable and of a serious nature, immediate dismissal will take place. Documentation of reason and action taken will be placed on your personal file.



Thomas Dale
Managing Director