

GAF
CORPORATION

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NOTICE

TO: ALL SUPERVISORS

As of January 29, 1980, here are the steps to follow when employees violate the Asbestos Dust Respirator Procedure set up for the Company:

Discipline will depend upon the seriousness of the infraction and may result in the termination of the employment. The steps outlined below will not be followed should serious infractions occur.

First Step: Verbal warning -- three copies: one to Union, one to employee, one for Company's records.

Second Step: A written warning -- three copies: one for employee's records, one to Union, one to the employee.

Third Step: Three days off with loss of pay -- notices to Union, payroll, employee's records and employee.

Fourth Step: One week off with loss of pay -- notices to Union, payroll, employee's records and employee.

Fifth Step: Drop from payroll -- notice to Union, payroll, employee and Company's records.

Also, Notices of violation of any of the first four steps can be removed from the employee's records, if he or she had no violation for a six-month period. However, once the employee is dropped from the payroll, it will be final.


BEN SITEK
Plant Superintendent

BS:cb

1/29/80