



Process for handling Operation RedBlock mark-off for Maintenance of Way Employees:

Step 1:

Individual under the influence of illicit drugs or alcohol will contact the **Foreman** (Peer to Peer) of his/her need to mark-off **Operation RedBlock**.

Note: In the case where an individual does not report directly to a Foreman he/she would call their next immediate Manager.

Step 2:

Foreman will mark-off the employee "SNP" (Sick No Pay).

Note: This handling can happen when Foreman receives the Call or when calling the Employee. No Comments will be placed in the employees' history. This information is confidential and should be treated so.

Step 3:

Foreman will notify the Manager of the employee marking off "Sick No Pay"

Step 4:

Manager then will notify Director/ADE of employee marking off sick (SNP)

Step 5:

Director/ADE will contact **one** of the ORB System Coordinators below of the employee marking off.

ORB System Coordinators contact information:

- ❖ Tad Hood – (912) 337-2996
- ❖ Phillip Young – (270) 779-5873

Please leave following information on voicemail if no answer:

- 1.) Name of Individual
- 2.) ID Number
- 3.) Time of mark-off
- 4.) Location of mark-off
- 5.) Employee Phone number

Step 6:

The Coordinator will then contact the local Team Captain who will personally contact the individual and Local Chairman when required.

Individuals marking off Operation RedBlock will be permitted to stay in company provided lodging until next tour of duty.

Individuals will not be eligible for a time/meal allowance on the day of the Operation RedBlock mark-off.

Individuals are not permitted to leave the premises, of company provided lodging, using his/her personal-company vehicle.