

JSC Safety and Health Requirements	JPR No.	1700.1L
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Chapter 3.7 Disciplinary System

3.7.1 Applicability of this chapter

You are subject to this chapter if you are a JSC Team Member.

3.7.2 JSC’s Disciplinary System

JSC managers shall equitably enforce hazard controls and safety and health rules and provide disciplinary action or reorientation of managers and non-supervisory employees who break or disregard safety rules, safe work practices, proper materials handling, or emergency procedures.

3.7.3 Disciplinary System Requirements

- a. As a JSC civil service employee, always work safely. Otherwise, you can face disciplinary action.
- b. JSC’s disciplinary system for civil service employees is described in the JSC Personnel Handbook (URL: [JSC Handbook \(nasa.gov\)](http://www.nasa.gov/jsc/handbook), Part 7, Subpart 3, “Discipline and Adverse Actions.”
- c. As a contractor employee, you must also work safely. You can face disciplinary action under your company’s policies.

3.7.4 Responsibilities

JSC managers are responsible for consistently enforcing safe work practices through equitable discipline intended to correct unsafe behavior rather than to punish.

3.7.5 Safety and health documentation

Organizational-level. JSC organizations maintain documentation of disciplinary action as specified in the JSC Personnel Handbook, Part 7, Subpart 3, or in company disciplinary policies.

NOTE: See Appendix F, Attachment 1.1A for details on documentation required by this chapter.