

<b>JSC Safety and Health Requirements</b>	JPR No.	<b>1700.1L</b>
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	Page Number	Page 3.7-1 of 1

## 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

- As a JSC civil service employee, always work safely. Otherwise, you can face disciplinary action.
- JSC's disciplinary system for civil service employees is described in the JSC Personnel Handbook (URL: [JSC Handbook \(nasa.gov\)](https://www.nasa.gov/jsc-handbook), Part 7, Subpart 3, "Discipline and Adverse Actions."
- 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.