

### **For trainees caught sleeping through the orientation**

- One verbal warning should be given
- On 2<sup>nd</sup> offense instruct trainee that they are fail tested due to them sleeping and follow the procedure below.

**a.** Escort trainee out of lab area and explain to the trainee that we cannot allow them to sleep during the training. They will be fail tested for today and will need to contact their company to be rescheduled.

**b.** The trainee course should be marked as a FAIL TEST and all other courses marked NO SHOW in Training Check out.

***Note: If the trainee is taking a Basic or Basic Plus Refresher inform them that they MUST repeat the entire Basic Plus Classroom Orientation again. Management is the only one that can make an exception to this procedure.***

**c.** A written report is required by the employee who handled the offense and should be submitted to the VP Operations of the location in which the offense was taken place.