



MofW-Capital  
SYSTEM PRODUCTION TEAMS

**SPT POLICY MANUAL**

OFFICE OF:  
ASSISTANT CHIEF ENGINEER – SYSTEM PRODUCTION TEAMS  
JACKSONVILLE, FLORIDA  
January 1, 2011

# **CSX Transportation, Inc. System Production Team Manual**

## **Purpose**

The purpose of this manual is to inform and familiarize all employees working on the System Production Teams with certain rules and policies as they affect work with the System Production organization.

The manual covers the following topics:

- Attendance Expectations
- Company Provided Lodging
- Individual Development & Personal Accountability Policy (IDPAP)
- Reports of Incident and Accidents
- ES-6 Hand Tools System Bulletin
- Policy on Harassment
- Policy on Workplace Violence
- Employment Verification Procedures
- Employee Assistance Program
- Air Break Adjustment Instructions
- On-Track Worker Rules

Please review and maintain a copy of this booklet during the course of the year while working on System Production Teams. The manual may be updated and/or revised throughout the year; if this occurs, your Manager or Timekeeper will provide you with the updated and/or revised sheets to include in your manual. If at any time you have questions about the contents of the manual or the policies herein, please arrange to discuss your questions with your team's manager.

## SPT Attendance Policy

**Purpose:** The purpose of this document is to highlight the applicable rules and policies in place and to clearly provide the attendance expectations to all employees of System Production Teams.

**Background:** First, it should go without saying that daily attendance is not only a requirement of service, it is essential to the success of CSXT. Each and everyone of you performs a critical function on your Team, and when you are not at work your Team mates have to do your work in addition to their own. That means they have to do more, either by working harder or longer hours. When an employee is absent without advising his supervisor, the problem is worse, because there is no way to plan how to perform the work when the Team does not know who is going to be there.

Second, the current collective bargaining agreement and the IDPAP are not less restrictive than previous agreements and policy. Section (a) of Rule 26 requires an employee who is unable to report to work to notify his supervisor as soon as possible. Absences of less than 14 days will be addressed through the IDPAP, beginning with counseling, then progressing up to and including disciplinary action, if necessary. In fact, Rule 26(b) contains a stiffer penalty for being absent without permission than under the old agreements, is that an employee who is absent in excess of fourteen consecutive days without notifying his supervisor will forfeit his seniority. No investigation is required under Rule 26(b); forfeiture of seniority requires only a letter. There is no appeal, no basis for reinstatement, if an employee forfeits his seniority.

Please be governed accordingly: **An employee unable to report for work for any reason must notify his supervisor as soon as possible. An employee calling his supervisor and leaving a message is not considered an excused absence unless the Supervisor of the team approves why they employee was absent.** As soon as you know that you will not be able to attend work the next scheduled work day, you must notify either your supervisor, or your foreman. Note that calling on Monday morning to say you will not be there on Monday is not in compliance with Rule 26 or these instructions. SPT employees who fail to notify their supervisors in a timely manner that they are not able to report to work, and employees who are regularly absent, will subject themselves to the steps set out in the IDPAP, up to and including investigations and disciplinary action.

In the past, there has been a discussion of the trade-off between what is expected of Team members and what Team members can expect in return. Attendance is the most basic expectation of employees. In order for your Team, System Production, the Engineering Department and CSXT to be successful, you are expected to be at work every day unless you are sick, disabled, on vacation, observing a holiday, bonus day, rest day, or personal leave day.

Finally, under the terms of the 1981 National Agreement, "Personal leave days . . . may be taken upon 48 hours' advance from the employee to the proper carrier officer, provided, however, such days may be taken only when consistent with the requirements of the carrier's service." Failure to provide adequate advance notice may result in your request for personal leave being denied, and you may be considered absent without permission, without pay. Again, if an employee is absent without permission, it will be addressed under the Individual Development and Personal Accountability Policy, and under the terms of the collective bargaining agreement.

Ricky Johnson

Approved: R. Johnson

## SPT Lodging (CLC) Policy

**Purpose:** The purpose of this document is to highlight the applicable policies in place and to provide the expectation for all employees of System Production Teams utilizing lodging facilities provided by CSXT.

**Background:** In the late 1980's, CSX contracted with Corporate Lodging Consultants, Inc. to negotiate the lowest possible room rates with hotels across our system for our forces and teams when they are working away from home. CLC provides management support and reservation assistance to CSX in providing a network of lodging facilities across the network.

Corporate Lodging (CLC) Procedures: **CSXT provides hotel accommodations through Corporate Lodging Consultants (CLC) for qualifying Maintenance of Way, Train Control, and Facilities employees.**

**Showing Proper Conduct:** Employees using lodging facilities on CSXT business are representatives of CSX Transportation and should conduct themselves in a professional and courteous manner. On or off duty behavior at a lodging facility that brings discredit to CSXT or otherwise is contrary to CSXT interests, will not be tolerated and will be handled in accordance with IDPAP. Employees will be held responsible for damages they inflict on lodging facilities. Employees will be governed by the following:

- Pets will not be allowed in any lodging facility regardless of the lodging facility's policies.
- Spouses/guests may be allowed in a lodging facility **only if authorized by employee's immediate supervisor**. Employee will be held accountable for actions of spouse or guest and any extra charges incurred. The following examples further illustrate the employee's responsibility for extra charges that may be incurred:
  - Example A: An employee is rooming two to a room and a guest is authorized; the employee with the authorized guest will be responsible for the entire cost of a new room for the employee and the guest.
  - Example B: An employee does not have a roommate and a guest is authorized; the employee will be responsible for the differential between the single and the double room rate.
- CSXT's no smoking policy is in effect in corporate lodging facilities.
- Lodging facility policies will govern for such things as cooking in rooms, improper conduct, proper payment of additional charges (meals, phone, movies, etc.) and room damages (grease, burns, etc.).

Employees will respect the privacy and personal property of their roommates and other motel guests.

**Staying Two (2) to a Room:** Foremen and Assistant Foreman-Timekeepers are lodged in single rooms to conduct confidential company business and other administrative duties in the room. All other employees will be provided lodging in accordance with the prevailing Agreement. Employees requiring a single room for medical reasons must have their documentation reviewed and approved by the CSX medical department.

It is necessary that both employees staying in the room check in and have their card information taken by the motel. If there is a problem with the lodging facility not swiping both cards, the employee shall notify the Assistant Foreman-Timekeeper of the difficulty.

Any time a double room is available, employees of the same gender, who are required to share a room, will share a room. Otherwise, the Foreman will assign single rooms. If an employee is in a double room and for some reason his roommate must check out, both employees must check out at the same time so the remaining employee can find a new roommate.

When Foremen have difficulty complying with these instructions, they should contact their Supervisor or Corporate Lodging. **Failure to comply with these instructions may result in the Foreman, as well as the individual who wrongly stays in a single room, receiving disciplinary action.**

**Weekend Lodging:** This section only applies to employees who are entitled to company provided weekend lodging. Due to motel billing requirements, employees will sign out on the last day of their scheduled workweek even if they desire weekend lodging or Sunday night check-in.

***WEEKEND RESERVATIONS:** EMPLOYEES MAY RETAIN THEIR ROOMS OVER THE WEEKEND PROVIDED THEY HAVE A RESERVATION AND CHECK IN WITH THE MOTEL IMMEDIATELY AFTER SIGNING OUT. EMPLOYEES WILL ADVISE THEIR FOREMAN NO LATER THAN END OF SHIFT ON WEDNESDAY IF THEY DESIRE WEEKEND LODGING OR SUNDAY CHECK-IN. FOREMAN MUST CONTACT THE RESERVATION CENTER NO LATER THAN THURSDAY MORNING IN ORDER TO CONFIRM WEEKEND RESERVATIONS. IF AN EMPLOYEE DOES NOT RESERVE A WEEKEND OR SUNDAY NIGHT ROOM, AND SHOWS UP ANYWAY, A ROOM MAY NOT BE AVAILABLE, IN WHICH CASE THE EMPLOYEE MUST ARRANGE FOR HIS OWN ACCOMMODATIONS.*

***CANCELING WEEKEND RESERVATIONS:** WHEN A WEEKEND ROOM IS RESERVED AND AN EMPLOYEE DOES NOT SHOW UP, THE EMPLOYEE WILL BE RESPONSIBLE FOR PAYING "NO SHOW" CHARGES UNLESS THEY CANCEL THE RESERVATION BY CALLING THE HOTEL BEFORE 4:00 P.M. EMPLOYEES MUST OBTAIN A CANCELLATION CONFIRMATION NUMBER FROM THE HOTEL AND GIVE THE NUMBER TO CLC BY CALLING THE RESERVATION CENTER.*

**Making Reservations:** CLC makes the necessary room reservations for all employees and advises them of the confirmation number for those rooms. Foreman or designated person (typically the Assistant Foreman-Timekeeper for SPTs) is responsible for making reservations through CLC for their team and they may advise preferences for roommate assignments. The reservation center is staffed 24 hours per day / 7 days per week.

**To Contact a Customer Service Representative (CSR):**

1. As far in advance as possible, call 1-800-332-5892.
2. Provide CSR with the following information:
  - Name and employee number of each employee needing a room reservation.
  - Your Team number
  - Nearest city to your work location (the CSR can provide information about CSX approved hotels in your area)
  - Arrival and departure dates
  - Rooming list
  - Desired method of confirmation (fax, voice mail, or E-mail)
3. If all representatives are busy, your call will be queued and answered by the next available CSR.

**Changing or Canceling Reservations:** Once reservations are confirmed by CLC, the employee who made the original reservation must arrange to change or cancel the reservation by contacting the Reservation Center. If a Customer Service Representative is unavailable, the employee must leave a voice mail and contact the lodging facility directly. Employees may be held personally responsible for "No Show" charges unless they cancel their reservation by calling the reservation center 24 hours prior to the day of the reservation

**Check INN Cards:** To simplify employee identification at CSXT approved motels, qualifying employees have been issued a Check INN card. Each card is embossed with the employees' name and 6-digit employee I.D. number. Employees must make sure the name and employee identification number on their card is correct. Use of the Check INN card means the employees accept full responsibility to be personally liable for any charges which accrue for use of the card for other than business purposes as provided in these instructions.

**Requesting New and Replacement Check INN Cards:** Motels are required to allow company paid lodging only to employees presenting a Check Inn card. Employees who do not have a card or if card is damaged, lost or stolen must report the problem to their supervisor who will notify Sharon Parker (904/359-1074; or RNX 322-1074).

**Using Check Inn Cards:** The Check Inn card is to be used only for lodging expenses that an employee is entitled to in accordance with the prevailing agreement. Any expenses incurred for food, telephone, etc. **MUST** be paid by the employee in a manner satisfactory to hotel management prior to departure.

Check Inn cards are authorized for the sole use of the employee whose name and identification number is embossed on the card. Unless a card is reported lost or stolen, employees will have to pay for charges in case of unauthorized use. The Check Inn card must be presented to the lodging facility by the qualified employee when checking in. Each qualified employee must sign the registration voucher at the registration desk when checking in and when checking out. CLC has provided the hotels with a form on which employee's Check Inn cards will be imprinted. Each employee **MUST SIGN IN** at the registration desk. Each employee **MUST SIGN OUT** when departing to verify the length of the stay. **When checking out, be sure to sign the form, verifying that the dates of lodging are correct. Indicate on the form what Team/Force you are working at time of check-in.**

**Reporting Lost or Stolen Check INN Cards:** Lost or stolen Check Inn cards must be reported immediately to your supervisor who will contact Sharon Parker.

**INN Cards Management Supervisors will be responsible for the collection of all cards from retirees, quits, or terminated employees. This practice is necessary to eliminate any risk of fraudulent charges being made to CSX.**

**Quality of Lodging Facilities:** Corporate Lodging maintains Hotel Comment Forms at approved lodging facilities for CSXT employees to use to record complaints on adverse lodging conditions. Complete the form and mail it to the address below:

Ms. Sarah Laurie

Corporate Lodging Consultants, Inc.

8110 East 32<sup>nd</sup> Street, North

Wichita, KS 67226-2614

Corporate Lodging will investigate the complaint and attempt to resolve it with the facility or find an alternative facility in the same area.

Employees can also direct concerns about lodging facilities to a Corporate Lodging Consultants Customer Service Representative by calling 1-800-332-5892.

Ricky Johnson

Approved: R. Johnson

## **Individual Development & Personal Accountability Policy for Engineering Employees**

### **Purpose**

The professional development and well being of all contract employees is a critical element in CSXT's continued success. The vast majority of employees do their jobs in a professional manner, day in and day out. All contract employees are valued members of the CSXT team and must be treated with respect and fairness in accordance with labor agreements.

This policy is designed to provide everyone an opportunity to improve and grow through a measured, open, and just process. All employees must adhere to the Company's rules if we are to avoid injuries, deaths, and substantial financial losses. Serious violations of Company rules must therefore be addressed in an appropriate and effective manner.

### **Responsibilities**

All CSXT employees are expected to be safe, conscientious, and dependable; to comply with rules; and display a positive attitude toward teamwork and Company objectives.

CSXT intends to continue to provide a safe work environment in which all employees can experience meaningful work and contribute to the success of the team. Managers must provide fair and consistent treatment to all employees under their charge, using alternatives to formal discipline wherever appropriate.

### **General Guidelines**

Incidents that are considered minor offenses will be subject to handling in accordance with procedures described in Part I of this policy.

Incidents of a more serious nature will be subject to handling prescribed in Parts II and III of this policy. Examples listed in Parts II and III, and the table in Part VI are illustrative only, and not intended to limit appropriate handling for other serious offenses that may warrant corrective or disciplinary action, including dismissal.

### **Part I: Minor Offenses**

Minor offenses are defined as rule violations that do not result in derailment, or damages to equipment, or personal injury.

Managers are encouraged to utilize informal corrective instruction based upon individual circumstances. At minimum, the first offense committed by an employee in a three-year period will be handled with informal corrective instruction, including a letter sent to the employee's residence.

The main concern is with repetitive behavior. Repeated violations of the rules may require more focused intervention with each succeeding offense.

For the second minor offense committed in a three-year period, an employee will elect between the following two options:

**Option A:** The employee will be offered the opportunity to participate in the "Incident review Committee" (IRC) process. The IRC is comprised of fellow craft employees selected by the appropriate Local Chairman. Corrective intervention will be determined solely by the IRC. The IRC will develop the key factors for the problem and prescribe appropriate corrective follow up. The only record maintained will be a note that the individual was referred to IRC.

**Option B:** Customary handling under the Railway Labor Act and applicable collective bargaining agreement. For the third minor offense, the employee will be offered the opportunity to participate in a timeout or customary handling under RLA and applicable CBA. This may result in a maximum of 5 days overhead suspension on the employee's record.

For the fourth minor offense in a three-year period, a formal hearing will be conducted under the appropriate collective bargaining agreement and discipline of up to ten days suspension will be assessed if the employee is found responsible.

The fifth minor offense in the same three year period will result in up to 30 days discipline if the employee is found responsible in a hearing and the sixth minor offense could result in possible dismissal.

Employees that work one hundred eighty days (180) without an offense will have one minor offense removed from consideration when determining the application of the policy.

## **Part II: Serious Offenses**

A single serious offense will not be considered sufficient to warrant dismissal. However, suspension and/or retraining may be appropriate depending upon circumstances.

If an employee commits three serious offenses within a period of three years, the employee may be subject to dismissal. The employee's entire record will be taken into consideration when assessing discipline.

Serious offenses include train, equipment or vehicle accidents resulting in derailment, or damages to vehicle or equipment, or rule infractions that result in personal injury. Other examples of Serious Violations are specific Operating Rules outlined in the table in Part VI. The Assistant Chief Engineer may also consider other Rule violations serious depending on the circumstances.

Progressive handling of serious offenses will be pursuant to the following principles:

For the first serious offense, an employee will elect between the following:

**Option A:** The employee will be offered an opportunity to participate in the "Time Out" process conducted by the Engineering Department's designee. This process will include voluntary and full participation by the involved parties to develop the key factors and corrective solution. The applicable local chairman is encouraged to attend. The only recorded information will be a note that the individual was referred to a "Time Out" and 5-day overhead recorded suspension. There will be a list of action items retained to ensure follow up is accomplished.

**Option B:** Customary handling under Railway Labor Act and the applicable collective bargaining agreement. For the second serious offense within three years, discipline up to 30 days actual suspension will be assessed. This assumes that a fair and impartial hearing under the terms of the applicable labor agreement has been conducted and the employee is found to be at fault; or, a waiver was exercised under the applicable labor agreement and the employee accepted responsibility. The actual length of suspension will be based upon the nature of the violation, the employee's record, and taking into consideration the employee's willingness to accept responsibility.

The third serious incident within three years may result in dismissal. This assumes that a fair and impartial hearing under the terms of the applicable labor agreement has been conducted and the employee is found to be at fault.

### **Part III: Major Offenses Warranting Removal from Service Prior to Hearing**

Major Offenses are those that warrant an employee's removal from service pending a formal hearing and possible dismissal from service for a single occurrence if proven responsible. Examples of such offenses include; occupying track without authority, failure to use "fall protection" when required, equipment collisions, altercation, dishonesty, late report of an on duty personal injury, theft, insubordination, Rule G, weapons on the property, passing stop signals without authority, blue flag violations, major accidents, other acts of blatant disregard for the rights of employees or the company, and other acts that recklessly endanger the safety of employees or the public.

### **Part IV: Administration of Policy**

Responsibility for administration of the policy rests with the Engineering Department. A system will be established to review major discipline cases to ensure consistency and fairness in policy administration.

### **Part V: Personal Injury Handling**

There will be no formal hearings solely to investigate an individual's personal injury. The Individual Development and Personal Accountability Policy outlined herein sets forth the manner in which rules violations are to be addressed.

All personal injuries must be reported to the appropriate supervisor at the time of occurrence prior to leaving the property on the day of occurrence so that prompt medical treatment may be provided, if needed. In the event the injury manifests itself after departing the property, the injury must be reported to the appropriate supervisor upon manifestation and in no case later than 24 hours after the incident. Manifestation may include such factors as a decision to seek medical attention or the use of a prescriptive medication, treatments or remedies.

Failure to adhere to these reporting procedures will subject the employee to handling under the IDPAP, up to the level of a Major Offense.

## **Part VI:**

### **IDPAP - Minor Offenses**

Definition All rule infractions that do not result in a derailment, or damages to equipment, or a personal injury, except as specified under Serious/Major.

Progression 1 - ICI

2 - IRC

3 - Timeout with up to 5-Day Overhead Record Suspension

4 - Up to 10 days suspension

5 - Up to 30 days suspension

6 - Up to dismissal

Time Frames Three year rolling period

### **IDPAP - Serious Offenses**

Definition All rule violations that result in a derailment, or damages to equipment, or a personal injury.

At-fault vehicle accidents involving one of these criteria:

A) Human fatality

B) Bodily injury with immediate medical treatment away from the scene

C) Disabling damage to any motor vehicle requiring tow away

### **Operating Rules**

Rule 602 - Operating may switch without permission that is connected with the signal system.

Rule 609 - Lining switches

Rule 704A - Occupying track without Authority (Non-controlled Track)

Rule 704B - Individual Train Detection (Not having SOTS Form made out)

Rule 704C - Using Train Approach Warning and being involved in the work rather than devoting full attention to being a watchman lookout

Rule 720 - Speed Rules

Rule 724 - Operating behind a train

Rule 727 - Spacing of equipment

Rule 729 - Moving Cars

Seat Belt Violations

Other violations deemed serious by Assistant Chief Engineer

Progression 1 - Time Out with up to 5 days overhead record suspension

2 - Up to 30 days suspension

3 - Up to dismissal

Time Frames Three year rolling period

### **IDPAP - Major Offenses**

Definition Major Accidents

Occupying Track Without Authority Rule 707, Rule 704

Failure to Use Required Fall Protection

Equipment Collisions

GR-2 & 2A (Dishonesty, Insubordination, Theft, etc.)

Rule G (By-Pass Option Still Available)

Late reporting of injury

Other offenses deemed Major by Assistant Chief Engineer

Progression Removal from service - Discipline up to dismissal

Time Frames Three year rolling period

## **CSXT Policy for Personal Injury/Occupational Illness Reporting**

CSX Transportation is committed to full and accurate reporting of all accidents, incidents, injuries and occupational illnesses, in accordance with the attached Policy Statement that is part of the CSX Internal Control Plan for Accident and Incident Reporting. Actions prohibited are set forth along with information on notifying appropriate Company personnel of possible violations of the policy.

Employees must report injuries when they occur prior to leaving the property so that prompt medical attention may be provided. When an employee makes supervision aware of an injury or occupational illness, it must be reported accurately and in a timely manner. This is necessary for CSXT to comply with federal regulations and also essential for the collection of valid internal data and the design and function of our safety programs. The following procedures are applicable when an employee reports an occurrence to supervision.

The first concern is always the employee's welfare. Where medical attention is desired or necessitated by circumstances, it is to be provided promptly and with the objective of furnishing appropriate care.

### **Where medical attention is sought for a work related incident:**

Care must be provided timely, from the most appropriate source. Occupational health centers familiar with railroad personnel and job requirements should be utilized when reasonably accessible, although more immediate care may be sought at emergency treatment centers where necessary and/or the employee may request to see his/her own medical provider.

Supervision is responsible for the transportation of the employee to the medical facility in cases where ambulance or 911 emergency services are not required. Employees should be accompanied or met at the facility.

Supervision may provide any assistance requested.

It is not appropriate for the supervisor to accompany the employee into the examining room unless specifically – and voluntarily – requested by the employee to do so and there is an employee need. Employees have a right to privacy, which must be respected.

Supervision should follow up with the medical provider to ensure understanding of the type and extent of treatment provided, including work restrictions (if any), in order to facilitate the employee's care and to accurately complete injury/illness reporting forms.

Supervision may not attempt to influence the medical provider's treatment or second-guess the medical expert's judgment. This is both inappropriate and illegal under federal regulatory provisions. Supervision has no place in the discussions of medical treatment between the employee and the provider.

In any case:

When an employee makes a supervisor aware of any injury or occupational illness, the supervisor has an obligation to accept the injury report, whether verbal or written, and to document the incident.

Both Federal Law and CSXT policy prohibit any action calculated to discourage or prevent an employee from making a report or receiving proper medical attention. Such behavior will not be permitted or tolerated.

Whenever a supervisor becomes aware by any other means that an employee may have been injured on the job, there is an affirmative obligation to follow up and document the occurrence and the provision of medical attention. Reporting requirements are not altered by an employee's election; whether or not the employee wants a report made, it must be on the record.

**Paperwork:**

Supervision must complete the PI-1 even in cases where no medical attention was provided in order to protect the employee regarding notification issues and to protect the supervisor against charges of failure to comply with reporting regulations.

**When an employee reports an injury/occupational illness to supervision, both the CSXT form PI-1A (Employee's Injury and/or Illness Report) and CSX form PI-1 (Manager's Personal Injury/Occupational Illness Report) are required to be completed. Both are to be submitted to the Reporting office.**

**A CJ-24 must accompany the employee** where medical attention is sought. The medical facility or licensed healthcare provider should complete this form or provide equivalent documentation to identify medical treatment or work restrictions.

Questions concerning Accident/Incident Reporting policy should be addressed to:

Supervisor FRA Reporting  
500 Water St. – C901  
Jacksonville, Florida 32202

Phone: (904) 633-4794  
Fax: (904) 245-3531

Updated: 10/29/2008

**On July 15th 2009 System Bulletin 006 was issued and it covered this change under Item 3. As we discussed this rule was included in the most recent re-issue of system Bulletin 001, October 1, 2009.**

## **ES-6 TOOLS (HAND)**

**A. NEVER INCREASE A TOOL'S LEVERAGE BY APPLYING IMPROVISED EXTENSIONS.**

**B. NEVER WELD OR MAKE ALTERATIONS TO TOOLS.**

**C. ALL TRACK TOOLS TO BE STRUCK BY A HAMMER ARE REQUIRED TO HAVE CHIPPING PROTECTORS ON THE STRUCK END.**

**D. PERSONAL KNIVES ARE NOT TO BE USED TO PERFORM ANY JOB RELATED TASKS. USE APPROVED KNIVES ONLY.**

## **Unlawful Harassment**

### **Policy Statement on Harassment**

Last updated: October 1, 2007

Effective: January 1, 2001

It is CSX Technology's policy to provide all employees with a working environment that is free of harassment by supervisors, other employees, customers, vendors, agents and other third parties. Harassment is personally offensive, lowers morale and interferes with the ability to work cooperatively. CSX Technology has zero tolerance for sexual or any other form of harassment.

### **What is Sexual Harassment?**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when: (1) Submission to conduct is made, either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of the conduct is used as a basis for employment decisions affecting an individual; or (3) The conduct has the purpose or effect of unreasonably interfering with the individual's work performance or of creating an intimidating, hostile or offensive working environment.

Sexual harassment can include harassment by men towards women; women towards men; men towards men; or women towards women.

### **Examples of Sexual Harassment Include, But Are Not Limited To:**

1. Repeated and unwelcome sexual flirtations, advances, and propositions;
2. Telling offensive sex-based jokes or making inappropriate innuendoes in person, in writing or by voice-mail;
3. Derogatory, vulgar, or graphic written (including e-mail) or oral statements regarding one's sexuality, sex, or sexual experience;
4. Unnecessary and unwelcome touching, patting, pinching, brushing against or attention to an individual's body;
5. Physical assault;
6. Unwanted sexual compliments, innuendoes, suggestions, or gestures;
7. Displaying sexually suggestive pictures or objects, including the sending of such materials via electronic mail;
8. Any other conduct or behavior deemed inappropriate by the Company.

## **What Are Some Other Forms Of Harassment?**

CSX Technology also prohibits any employee or supervisor from harassing another employee through racial or ethnic slurs or subjecting an employee to any verbal, visual, or physical abuse relating to a person's race, color, religion, sex, age, national origin, physical or mental disability, veteran's status, sexual orientation or any other basis protected by applicable federal or state law or engaging in any behavior that interferes with maintaining a work place free of discriminatory intimidation.

### **Examples of Harassment Include, But Are Not Limited To:**

1. Jokes, comments, slurs, negative stereotyping, or threatening intimidating, or hostile acts that relate to race, color, religion, sex (including pregnancy, childbirth or related medical conditions), age, national origin, physical or mental disability, veteran status, sexual orientation or any other basis protected by applicable federal or state law;
2. Verbal, written, graphic or taped material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), age, national origin, physical or mental disability, veteran status, sexual orientation or any other basis protected by applicable federal or state law and is displayed in/on walls, bulletin boards, e-mails, Inter/Intranet or anywhere in/on CSX Technology's premises, or is circulated in the workplace by any means.

### **Complaint Procedure for Harassment or Discrimination**

Any employee who has a complaint of workplace harassment against a supervisor, coworker, visitor or other person or believes he or she has been treated in an unlawful, discriminatory manner, is expected to bring the problem to the Company's attention. If you feel that you have been harassed or discriminated against or if you have observed harassment or discrimination against another individual, you should immediately report the incident to your immediate manager, the next level of management, your Human Resources Representative, or the Human Resources Department's Toll Free Hotline at 1-877-271-0795.

The Human Resources Department will investigate each complaint of harassment or discrimination and will take corrective and remedial actions where necessary. Employees who violate this policy will be subject to discipline up to and including dismissal. Such investigations generally will include interviews with the individual accused of harassment or discrimination and other possible witnesses. All employees are expected to cooperate in the investigation of such complaints. Complaints and investigations will remain confidential to the greatest extent possible.

### **Retaliation Prohibited**

Retaliation against an individual who brings a complaint of harassment or discrimination or against an individual who participates in the investigation of a complaint of harassment or discrimination is strictly prohibited.

**EMPLOYEES ARE EXPECTED TO SUPPORT THIS POLICY AND TO REPORT ANY VIOLATIONS OF THE POLICY. IF YOU HAVE ANY QUESTIONS ABOUT THIS POLICY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT.**

Frank Lonegro  
President, CSX Technology

# **CSX Policy On Workplace Violence**

## **Purpose**

CSX Corporation and its subsidiaries ("CSX" or the "Companies") prohibit threats or acts of violence against the Companies' employees or non-employees doing business with CSX or while on CSX property or in CSX-sponsored lodging. Existing rules, agreements, and practices already prohibit such behavior. Violation of these rules, agreements, practices, or this policy by any employee may result in removal of the employee from the Companies' premises and disciplinary action up to and including termination of employment.

## **Definitions And Prohibitions**

"Threats or acts of violence" are any words or actions that create a perception of intent to harm persons or property at the workplace or that actually bring about such harm. Written threats of violence, issued through electronic mail, letters, or other media, are included in this definition.

Threats or acts of violence may consist of, but are not limited to:

- Infliction of bodily harm or physical intimidation;
- Actual or implied threat of harm to any individual or group;
- Loud, angry, or disruptive behavior that creates fear or anxiety in the workplace;
- Intentional destruction of CSX property or any individual's personal property; or
- Any other conduct that a reasonable person would view as threatening or potentially harmful.

Employees must not make any threats or commit any acts of violence, even if done so in a joking manner. All threats or acts of violence will be taken seriously and dealt with accordingly. Furthermore, CSX will not tolerate any threats or acts of violence by non-employees against its employees or property.

In accordance with long-standing rules and regulations and this policy, employees shall not bring onto CSX premises any guns, knives, or other dangerous devices or weapons, whether legally or illegally possessed. Employees shall not carry these items while on CSX premises or conducting CSX business.

### **Reporting Procedures**

All employees are responsible for maintaining a safe workplace. Therefore, employees are required to report threats or acts of violence as follows:

If any employee becomes aware of an emergency situation involving immediate violence or a threat of immediate violence by a CSX employee or non-CSX personnel, he/she must immediately call 911 and cooperate fully with law enforcement and medical personnel that respond to the call for help. The employee should call the Public Safety Coordination Center at 1-800-232-0144 as soon as it is safe to do so. Any media inquiries must be referred to Corporate Communications at (904) 366-2949.

If any employee becomes aware of or suspects threats or acts of violence by employees or non-CSX personnel, in a non-emergency situation, he/she must immediately report such conduct to our Public Safety Coordination Center at 1-800-232-0144.

A variety of situations can lead to workplace violence. For instance, violent behavior resulting from issues in an employee's personal life, including substance abuse or family crises, are sometimes carried into the workplace. The potential for violence can also result from conflict between co-workers or between employees and supervisors. CSX encourages employees to bring their concerns or differences with other CSX personnel to the attention of the Employee Assistance Program and the Human Resources Departments to prevent the escalation into potential violence.

### **No Retaliation**

To the extent practical, CSX will not reveal the identity of the person reporting possible violations of this policy. The Companies will not retaliate, nor will they tolerate any attempt at retaliation, against any person who reports possible violations of this policy or who assists in any investigation under this policy.

## Employment Verification Procedures

Employment verifications are handled through The Work Number®.

### What is the The Work Number®?

The Work Number® is a service that provides employment and wage information to lenders, mortgage companies, social service agencies, etc. Only employees can authorize earnings information to be sent to them from this service by contacting The Work Number® and obtaining a salary key. This key is good for 72 hours and may only be used once. You will need to give the salary key to the individual doing the verification.

### What type of Information is available?

Basic proof of employment (this level does not require a salary key):

Status - Active or Inactive

Most recent start date

Job Title

Income Verification (this level requires a salary key):

Basic information above

Current rate of pay

Detailed salary information plus 3 years salary history

### How Do I Obtain A Salary Key?

Go to The Work Number® via the internet ([www.theworknumber.com](http://www.theworknumber.com)) or by calling

1-800-367-2884

Select "Enter Employee Section"

Enter the following The CSX Employer Code: 10009 and click "GO"

Select "I want to provide proof of employment AND income."

Enter your Social Security Number

Enter your PIN. If you have not established a PIN, the default will be your date of birth in the format MMDDYY (example: January 23, 1965 would be entered as 012365). YOUR PIN IS NOT THE SAME AS THE SALARY KEY - DO NOT GIVE YOUR PIN NUMBER TO ANYONE.

Be sure to write down the salary key to give to your lender or other verifier.

**What the individual verifying your employment should do:**

Access The Work Number® either via: <http://www.theworknumber.com/www.theworknumber.com> or by calling  
1-800-367-5690

Enter:

- a. The CSX Employer Code: 10009
- b. The employee's Social Security Number
- c. The salary key (if provided by the employee)

If you have any questions or require assistance, please contact The Work Number®'s Client Service Center:  
Monday-Friday, 7 am - 8 pm (CST)  
1-800-996-7566  
(TTY-Deaf) 1-800-424-0253

## **Employee Assistance Program Guidelines**

Last updated: August 6, 2009

### **What is EAP?**

The Employee Assistance Program provides counseling, guidance and referral services to help employees and their families manage personal and work-related problems. Generally, people can handle the problems and stresses of everyday life on their own. Sometimes, though, help from a skilled professional, respectful of your privacy, can provide guidance and support.

### **What Kind of Help is Available?**

Crisis intervention, assessment, information and referral services are available for problems that affect your personal and work life. Counselors are available to talk with you about issues such as family and marital difficulties, job concerns, drug and alcohol problems, mental health concerns, emotional or stress-related issues, family and dependent care needs and other personal problems.

### **How Does the Employee Assistance Program Work?**

CSX has contracted with NEAS, Inc. to provide free, confidential service to employees and their immediate family members. Additionally, professional counselors are available through a 24-hour toll-free phone line 365 days a year. When you call the toll-free number, you may receive immediate help for your problem, or arrangements will be made for you to meet with a counselor in your area. Depending on the nature of your problem, you may receive information about other resources in your community.

### **How Do I Ask For Help?**

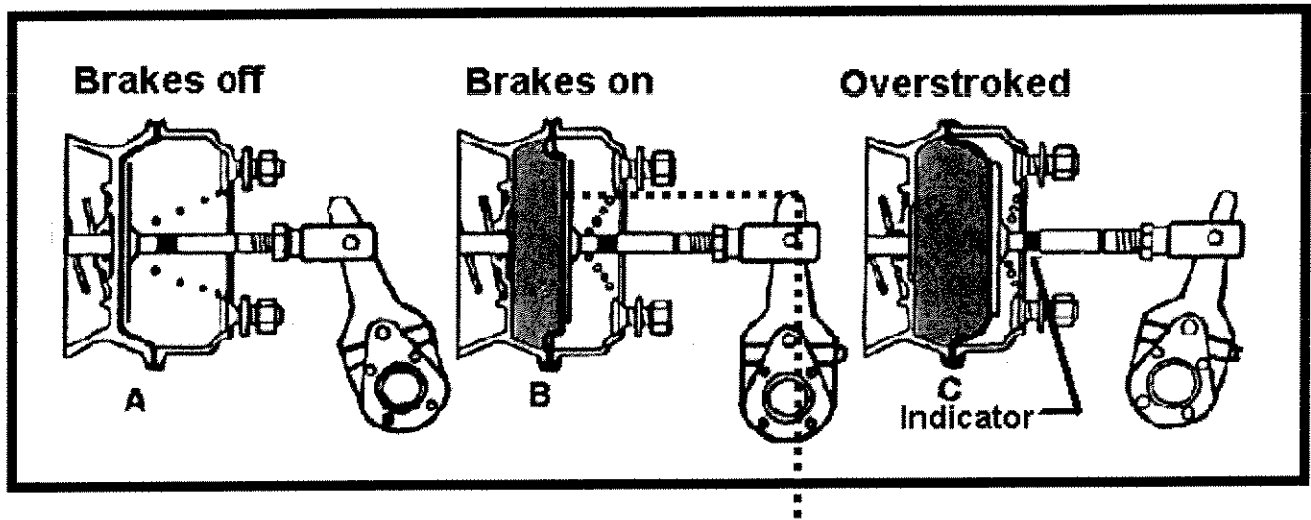
Call NEAS, any hour, any day:  
**1-800-634-6433**

Additional access and information is available through the web site [www.neas.com](http://www.neas.com).

Click on "Access Member Resources", then enter CSX1 to obtain educational information, useful links, help locating child and elder care providers and self-assessment tests.

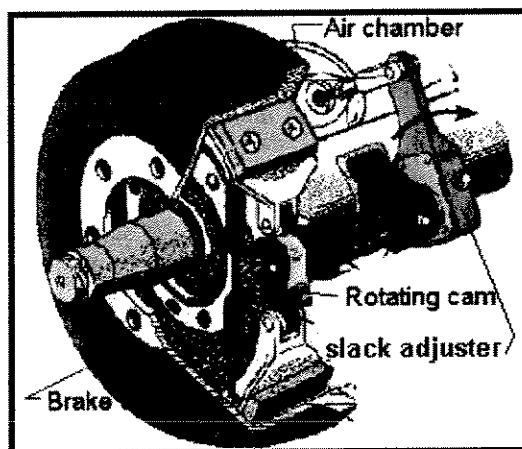
# Adjusting Air Brakes

Air brakes should be adjusted in the shop with the wheels off the ground according to the manufacturer's instructions. But if you are on the road and you are looking at 6 miles of a 6% downgrade here is what to do if you're not sure your brakes are right:



See how far the adjusting arm will move with air pressure (80 psi or above) or by manually turning the arm with a pry bar. It should not go beyond the 90 degree point illustrated in figure B. You may or may not have the visual over-stroke indicator on the pushrod that is shown here. At the very least, adjust the slack until the stroke does not go beyond the 90 degree mark. Ideally you should bring the free play in the arm down to 3/8" and the adjusting arms should all be at the same angle with the same pressure applied. Don't over tighten. Bang the brake drum with a hammer with the pressure off. The drum should ring hollow if the shoes are clear of the drum. A dull thud means you still have lining-drum contact and you should back off the adjustment. When you bring the free play down to about 3/8", the stroke should be well short of the 90 degree point.

# Air Brakes



(Air brake assembly)

## Basics:

Heavy trucks use air brakes exclusively. Most of these are drum type units like the one shown above. Air enters the chamber when the brakes are applied, the push rod moves out turning the slack adjuster which rotates the "S" cam and forces the shoes into the drum.

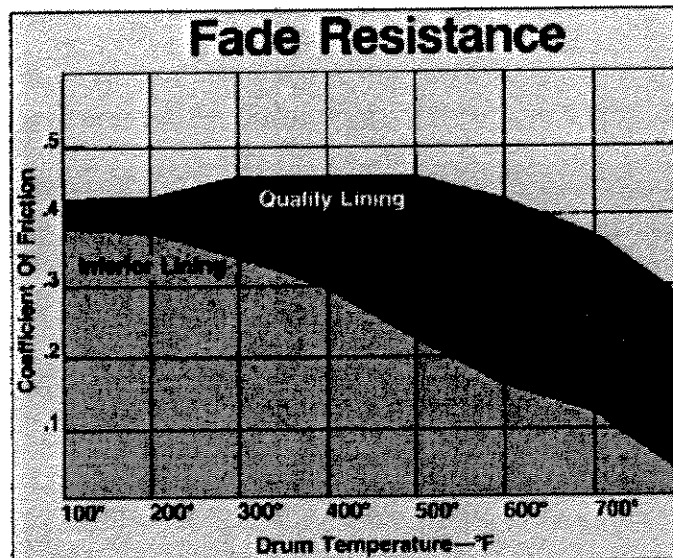
## HEAT ENGINE:

Brakes are a heat engine, they convert kinetic energy (motion) into thermal energy or heat. It is interesting to figure out just how powerful your brakes must be to do the job of stopping your rig. Suppose you've got a 400 horsepower engine and are about grossed out at 80,000 lbs. your engine can probably get you to about 40 mph in 1/4 mile, that's 1320 feet. Your brakes should be able to stop you in about 133 feet with this speed and weight, making them 10 times as powerful as your engine!

A full stop from 60 mph might raise your drum temperatures to 600 degrees F. This is about the limit for safe operation. If the brakes aren't right, or the load is not distributed properly, then some drums might go to 800 - 1000 degrees F. This is definitely dangerous. The drum will increase in diameter about 0.01" per 100 degree temperature rise. At 600 degrees your drums will be 0.055" larger than at 50 degrees. This will increase the pushrod stroke about 0.40", call it half an inch. The question is: Do you have that much additional stroke available? See the following pages for more information.

# BRAKE FADE

This chart shows what happens when brake linings get hot. The friction provided by the linings decreases. The linings no longer offer the same resistance to the rotation of the drums, they get slick.



Fade resistance testing measures the ability of a lining material to maintain coefficient of friction with increasing temperature.

Organic brake linings are essentially composed of glue and a strengthening material, this used to be asbestos but today different materials are used because asbestos is a health hazard. When the linings get hot, the glue softens and starts to melt and the linings get slick.

The phenomenon of brake fade is not just a matter of lining fade, as the drum heats up it expands and moves away from the shoes. With an **air brake system** the stroke of the pushrod and the distance that the shoes can be moved out into the drum is limited. If the brakes are improperly adjusted, when they get hot it is possible to run out of stroke before the shoes make good contact with the drums.

# Downhill Braking

## *Snub don't ride!*

•Some drivers don't understand the severe demands put on the brakes by long downhill runs. Suppose you're doing 6 miles with an average 6% downgrade. Runs like this are common out west. This is a 1900' change in elevation. A free fall from 1900' results in a terminal velocity of 238 mph, neglecting air resistance. This would be the velocity of your rig neglecting air and rolling resistance if you didn't brake.

•Negotiating this grade is the same as slowing down from 238 mph. This is like 16 stops from 60 mph (not 4, kinetic energy varies with the square of the speed:  $(238 \times 238) / (60 \times 60) = 15.74$ ). Suppose you average 30 mph coming down, the run will then last for 12 minutes. Sixteen stops from 60 mph in 12 minutes is a lot of stopping. Obviously your brakes had better be right and you had better use the right braking technique if you want to make it safely to the bottom.

•In recent years there has been some erroneous information going around about how to brake on long downhills. It was suggested not too long ago that a continuous application of the brakes as opposed to intermittent application or snubbing was the preferred method. *THIS IDEA IS COMPLETELY WRONG!*

•The proponents of the old theory have rescinded it, there is now (almost) universal agreement that the proper way to brake on a downgrade is to intermittently apply all your service brakes in a way that will reduce the speed of a fully loaded vehicle by about 5 or 6 mph during each application. What is key here is not the speed drop, this will depend on weight, grade and other factors, but air pressure, **you need to get the application pressure high enough to get all your brakes working.**

•In theory, it doesn't make any difference whether you ride or snub the brakes on the way down. The problem is that you don't drive a theory, you drive a truck. In theory, the same amount of heat is put into the braking system regardless of how you apply the brakes. In practice, unless your brakes are in good condition, tractor-trailer balance is right and the load is ideally located, the continuous application of the brakes is likely to result in uneven drum and lining temperatures and problems before you get to the bottom of the hill.

•Steady, low pressure application of the brakes may not cause all the brakes on the vehicle to apply and may result in some brakes -those with the lower activation pressures- doing more work than others. Specifically, in many cases the tractor brakes will do too much of the work while the trailer brakes loaf and you might then get fade at the tractor axles. Other brake problems can be aggravated by the low and steady braking technique. **What you want is all the brakes working some of the time, not some of the brakes working all the time. The application pressure must be high enough to ensure that all brake chambers apply and that all linings make solid contact with the drums - about 20 psi or higher.**

## **Pre-Trip Procedure**

Start engine and let air pressure build up.

Block wheels chock the outside dual on each side. Be sure to insert a chock in front and behind the tire to ensure no vehicle movement. Park on level ground to do this job. After this is done, **RELEASE YOUR PARK BRAKE.**

Brake pressure should be at max. Now fan the brakes to 85psi. **NOW ENGAGE THE PARK BRAKE AGAIN.** Compressor should cut in and watch to ensure a return to full pressure.

When gauge reaches max pressure and the compressor has cut out **RELEASE PARK BRAKE AGAIN AND SHUT OFF THE ENGINE.**

**MAKE FULL BRAKE APPLICATION** (be sure to release parking brake before this or damage will occur to the system). Hold the pedal all the way to the bottom for one minute. Watch the air gauges as they should not move. Allowable loss in this mode for 60 seconds is 3 psi. Listen for audible leaks as you wait for the 60 seconds to expire. After 60 seconds release the pedal (**AUTO SLACK ADJUSTERS WILL SET UP AUTOMATICALLY DURING THIS PROCEDURE**).

Turn on key, fan brakes to 80 psi. **The LOW AIR WARNING SHOULD START.** Continue to fan down to 20 psi. By now the park brake will have engaged automatically although there will not be any indication of this.

Start engine and run at 1000 rpm. Time 3 minutes. In this time, air pressure should be up to between 50 and 90 psi. This indicates the compressor is functioning properly.

Apply park brake.