

# **RIO GRANDE PACIFIC CORPORATION**

**IDAHO NORTHERN & PACIFIC RAILROAD ~ NEBRASKA CENTRAL RAILROAD COMPANY  
NEW ORLEANS & GULF COAST RAILWAY ~ WICHITA, TILLMAN & JACKSON RAILWAY**

## **GENERAL NOTICE**

January 1, 2018

**TO: ALL EMPLOYEES**  
**SUBJECT: ACCIDENT/INCIDENT REPORTING**

### **POLICY STATEMENT**

The respective railroads of Rio Grande Pacific Corporation (RGPC), herein referred to as "THE RAILROAD", are committed to complete and accurate reporting of all accidents, injuries, incidents and occupational illnesses arising from railroad operations. THE RAILROAD is further committed to full compliance with the letter and spirit of the Federal Railroad Administration's (FRA) accident reporting regulations and to the principle, in absolute terms, that harassment or intimidation of any person that is calculated to discourage or prevent any person from receiving proper medical treatment or from reporting any accident, incident, illness or injury will not be permitted or tolerated and will result in disciplinary action against any employee, manager, or company officer of the railroad committing such harassment or intimidation.

Any employee having knowledge of any such harassment or intimidation should immediately report it to the RGPC President. Any employee who provides such knowledge shall be protected from harassment as stated in the Employee Handbook.

### **COMPLAINT & DISCIPLINE PROCEDURES**

THE RAILROAD will investigate and implement the following procedure to process all complaints from any person about the policy stated above being violated:

- Complaints regarding this policy should be directed to the RGPC President by calling (817) 731-7187 ext. 3125.
- RGPC President will conduct a prompt, thorough, and objective investigation of any and all complaints with regard to this policy.

- Upon completion of the investigation, results will be provided to the complainant and disciplinary procedures, if appropriate, will be assessed.

THE RAILROAD will implement the following procedure in order to impose the appropriate prescribed disciplinary actions on any employee, manager, or officer found to have violated the policy:

- Following a thorough investigation by the RGPC President, THE RAILROAD policy is to impose the appropriate prescribed disciplinary actions on each employee, manager, or officer found to have violated the policy.

THE RAILROAD shall provide “whistle blower” protection to any person subject to this policy. Any act of intimidation should be reported to the RGPC President by calling (817) 731-7187 ext. 3125. Upon receipt of such complaint, the reporting employee will be asked to provide the details of the complaint and a prompt, thorough, and objective investigation will ensue to verify the complaint. The employee making the complaint may be asked to provide further information to facilitate the investigation, and will be advised of the results.