



## THE BELT RAILWAY COMPANY OF CHICAGO

*Office of the Engineering Department*

### **ENGINEERING NOTICE**

#### **#19-EN012**

**Effective September 12, 2019**

**To: ALL CONCERNED**

**Subject: AFTER ACTION REVIEW**

#### **After Action Review (Alternative to Discipline Thru Retrospective Review)**

The Belt Railway Company of Chicago (BRC) believes that through retrospective review of incidents and accidents lies an opportunity for the entire organization to learn. When an incident or accident occurs, which has a human factor component, the BRC reserves the right, at its discretion, to offer participation in the retrospective review process to the employees involved.

The retrospective review process used on the BRC is called After Action Review (AAR). AAR is a structured process, one that requires full disclosure of the factors involved in an accident or incident by all parties involved.

When, at BRC's discretion, AAR is offered as an alternative to traditional discipline, employees involved in an incident will be extended a waiver of discipline. This waiver outlines both their consent to participate in the process, and their commitment to reaching a successful completion of the process.

Employee participation in AAR is in lieu of traditional discipline.

An offer of participation in AAR is based upon the conclusions reached during the initial investigation of the incident, and solely relates to factors where the employee's actions are deemed to be neither malicious nor intentional, and where an error has occurred. An offer of AAR is made at the sole discretion of the BRC management team and will be based upon the particular facts of the instant case.

As a record of the successful completion of AAR, the employee agrees to accept a formal counseling event as the sole discipline for the human factor incident, this event is recorded, and a copy of the AAR will be placed in the employee's personnel file.

AAR participation does not affect mandatory periods of suspension from performing tasks requiring certification, when specified by applicable federal regulations.

If an employee accepts a waiver of discipline accepting AAR, and then fails to fully participate, the BRC retains the right to withdraw the offer and pursue formal discipline as outlined in the applicable CBA.

Harold Kirman  
Director Strategic Planning  
& Compliance

Engineering Notices in Effect:

2018	001, 002, 003, 004, 005,006, 008, 009
2019	001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 012