

## **NON-PUNITIVE REPORTING POLICY**

The Authority fully supports and encourages a culture of openness and trust between all personnel. This cannot be achieved unless employees feel able to report accidents, incidents and hazards without fear of personal consequences. Reporting of accidents, incidents and hazards is a priority for all employees.

Employees are encouraged to identify and report unsafe conditions without fear of reprisal. The Authority's primary goal is to identify any unsafe conditions that could exist at the Airport, establish the facts and causes and where necessary take measures to prevent further occurrences.

All airport employees (including those working in certificated and non-certificated areas of the airport as well as third parties contracted by the Authority) reporting safety-related issues to the Authority will not be subject to disciplinary action regardless of whether they were personally involved in the observation giving rise to the safety issue.

This Non-Punitive Reporting Policy does not apply however to illegal activities, negligence, wilful or intentional disregard for safety regulations or safe operation procedures or use of illicit substances. Disciplinary action will be taken in these situations.

December 28<sup>th</sup>, 2016

---

Graham Ingham  
RDRAA CEO/Accountable Executive