The flow chart below outlines general guidance determining the impact of an incentive program and its compliance with Memo #5.

**Decision Flowchart**

1. **Does the company have an incentive program?**
   - Yes: **Stop and consider revising program**
   - No: **Done**

2. **Does the program apply to employees, supervisors & first line managers?**
   - Yes: **Is it based solely on site specific injury & illness rates?**
     - Yes: **Is it a corporate wide incentive program?**
       - Yes: **Stop and consider revising program**
       - No: **Program is not in violation of Memo#5**
     - No: **How is the incentive determined?**
       - Yes: **Can it be linked to a specific incident/site?**
         - Yes: **Could any part of it deter employees from reporting?**
           - Yes: **Stop and consider revising program**
           - No: **Program is not in violation of Memo#5**
         - No: **Stop and consider revising program**

3. **Is it based solely on site specific injury & illness rates?**
   - No: **Is it a corporate wide incentive program?**
     - Yes: **Stop and consider revising program**
     - No: **Is it a division or unit wide incentive program?**
       - Yes: **Stop and consider revising program**
       - No: **How is the incentive determined?**
         - Yes: **Can it be linked to a specific incident/site?**
           - Yes: **Could any part of it deter employees from reporting?**
             - Yes: **Stop and consider revising program**
             - No: **Program is not in violation of Memo#5**
           - No: **Program is not in violation of Memo#5**
         - No: **Program is not in violation of Memo#5**