

PROGRESSIVE DISCIPLINE POLICY

POLICY BRIEF & PURPOSE

Our Progressive Discipline policy outlines the steps we will take to address an employee's misconduct.

We recognize that people make mistakes, and our employees may not always follow our policies closely. We want to give our employees a chance to correct their behavior when possible and assist them in the process. We also want to ensure that serious offenses are properly dealt with.

1. SCOPE

This policy applies to all our employees.

Policy elements

Our disciplinary process has five steps of increasing strictness. These steps are:

1. VERBAL WARNING
2. WRITTEN WARNING
3. DISCIPLINARY MEETING
4. PENALTIES
5. TERMINATION OF EMPLOYMENT

All these phases are official and should be documented.

Managers should let employees know when they launch a progressive discipline procedure. For example, pointing out a performance issue is not necessarily a verbal warning and may be part of the regular feedback an employee receives. If managers judge that a progressive disciplinary process is appropriate, they must clarify this to their team member and document the step.

Each step may be repeated instead of moving forward to the next step at HR or a manager's discretion. For example, a supervisor may choose to issue more than one verbal warning to their employees (step 1) before they issue a written warning (step 2) Managers can make the decision to repeat a step if they:

- Feel that the step was not properly executed the first time.
- See signs of improvement in their employee and want to help them further.
- Believe conditions or parameters change enough to make repeating the step necessary.

2. EXPLAINING THE STEPS

Step 1

When a verbal warning is issued to an employee, it should be done privately. When appropriate, an employee should be provided with a copy of the company policy that was violated and an explanation of the progressive discipline steps.

Supervisors should provide employees with any coaching or advice they can.

Employees have two weeks to correct their behavior before step 2 takes effect.

Step 2

A manager discusses corrective actions with an employee, who will receive a written warning outlining the policy violation. Employees should receive actionable feedback on how to deal with an unintentional violation.

Employees have two weeks to correct their behavior before step 3 takes effect.

Step 3

Employees will be required to attend a disciplinary meeting with their manager, and a third party to discuss possible penalties if behavior/ is not corrected.

Employees will receive a second written warning outlining the policy violations and possible penalties.

Employees must correct their behavior within one week, or step 4 takes effect.

Step 4

Employees will be called in for a second disciplinary meeting with their manager and a third party to discuss penalties. This usually includes detraction of certain perks and benefits (as long as they are not mandatory by law.) It may also include suspension without pay or demotion for serious offenses. They will have the chance to explain their side and discuss corrective action. Managers must clarify that this is the final step before employment is terminated.

Employees will receive a third written warning outlining policy the violations and the possibility of the termination of their employment.

Employees must correct their behavior immediately, or step 5 takes effect.

Step 5

Employees who continue to violate policies, either voluntarily or involuntarily, by this stage will be terminated. A termination for cause will refer to employees who were guilty of severe violations or felonies.

How to invoke progressive discipline

The progressive discipline process may begin from a different step, according to the severity of an employee's misconduct:

Performance issues. Procedure starts at step 1. Examples are:

- Absenteeism or tardiness
- Disregarding policies
- Lack of knowledge of Health & Safety standards.

Minor offenses (one-time). Procedure starts at step 1. Examples are:

- On-the-job minor mistakes.
- Breach of dress code or smoking policy.

Serious misconduct/ Repeating an offense for which a progressive discipline procedure already took place. Procedure starts at step 3. Examples are:

- On-the-job major mistakes.
- Rudeness to customers or partners.
- Unwillingness to follow Health & Safety standards

Severe violations and illegal behaviour. Procedure starts at step 5. Examples are:

- Substance abuse.
- Offensive behavior.
- Retaliation against an employee.
- Sexual Harassment.
- Workplace Violence.
- Embezzlement/Fraud/Theft

Management can skip any of the steps if they believe they are obsolete. For example, if an employee has received several formal reprimands for the same offense, HR may choose to terminate them directly. Or an employee may be directly suspended for a short period as a punishment.

This policy is meant to provide general guidelines. Our company reserves the right to treat circumstances in a different way from that described in this policy. But we are always obliged to act fairly and lawfully and document every stage of the progressive discipline process.

3. PREVENTING PROGRESSIVE DISCIPLINE

Disciplining an employee is never a pleasant task. For the sake of everyone involved, we will take actions to prevent the need for disciplinary action. We will:

Communicate our policies and Code of Conduct clearly to all new hires.

Announce any revisions or changes in our policies to all our employees in a formal manner (e.g. bulletins, newsletters.)

Train managers to communicate, enforce and abide by policies.

Train employees in certain policies and procedures.

ESTABLISH A CULTURE OF RESPECT AND COLLABORATION.