



Date: 05-03-2019

## DISCIPLINARY POLICY

The following progressive discipline actions should be performed given the nature of the offence (serious offences such as physical or sexual assault and/or theft will have zero tolerance).

### 1. VERBAL WARNING

- Employee will be given a verbal warning regarding the undesirable behaviour or action.
- Employee will be given an explanation of when and how the behaviour or action took place. This will include the reason as to why the behaviour or action was unacceptable.
- Employee will be given an opportunity to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description the desirable and/or acceptable behaviour or actions.
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.
- Employee will be explained that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

### 2. WRITTEN WARNING

- Employee will be given a written warning regarding his/her undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal warning or the behaviour or action was considerably severe in nature.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given an opportunity to explain the situation and his/her actions. This should be his/her opportunity to give their side of the story.



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- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided with a copy of the written warning and another will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be explained that future disciplinary problems

### 3. SUSPENSION

- Employee will be given written documentation regarding the suspension in relation to the undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal or written warning or the behaviour or action was considerably severe in nature.
- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided a copy of the suspension and another copy will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.



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## 4. TERMINATION

- Employee will be given written documentation regarding his/her termination and the undesirable behaviour or action leading to and justifying the termination.
- Documentation should include information on the offence and previous disciplinary communications with the employee.
- Employee will be given a description of when and how the unacceptable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided with a copy of the termination notice and another copy will be placed in the employee's file.
- Employee will be escorted from the location maintaining the dignity of the terminated employee by not making obvious to other employees that the employee has been terminated and for what reasons.

Shailendra Kumar Jha

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General Manager

