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# **Progressive Discipline Policy**

Intent

(Company Name) has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. (Company Name) has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of (Company Name) employees, property, and our business practices.

Scope

This policy applies to all employees that work for (Company name).

Guidelines

This policy addresses the following:

1. The Progressive Discipline Process
2. The Levels of Progressive Discipline
3. Investigation and Documentations
4. Suspension and Review Period
5. Termination
6. Suspension with Pay
7. Progressive Discipline Process

In the event that an employee of (Company Name) violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized.

Progressive Discipline can be issued on either: attendance, conduct, health & safety or performance concerns.

Employees will be given four opportunities to correct the unwanted behavior, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

1. Coaching - informal
2. Verbal Warning - formal
3. Written Warning - formal
4. Final Written Warning with Possible Suspension - formal
5. Termination

With each violation or apparent problem, the employee will be provided with a written document to: (1) alert them to the problem, provide a reiteration of the correct company policy regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of eighteen (18) months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, (Company Name) reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

1. Progressive Discipline Levels

This policy contains attached Progressive Discipline Levels. The table outlines the progressive discipline steps for common workplace issues. The chart provides clear examples of unacceptable offences and the resulting violation in general terms. The chart does not contain all offences and depending on the nature and severity of the offense (Company Name) reserves the right to advance discipline to a higher level.

1. Investigation and Documentation

All violations or alleged violations will be properly investigated and documented by a manager, and/or Human Resources. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

1. Suspension and Review Period

During the final written warning, an employee may be suspended and/or put on review.

* Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties.
* Review: Employees may be put on a review period following the final written warning. The review period will last (insert number) months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

1. Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment with (Company Name) may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

1. Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Human Resources. Written appeals must contain:

* Details of the discipline;
* Events surrounding the discipline;
* Why the employee feels the discipline is not warranted or appropriate.

Human Resources shall review and respond to all written appeals within ten (10) business days.

1. Suspension with Pay – Pending Investigation

In the event that a (Company Name) employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow (Company Name) to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, (Company Name) will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employee fails to make him/ herself available, (Company Name) will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a (Company Name) representative present at any such interview, and will be given 24 hours notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any (Company Name) employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and (Company Name) identification and credit cards. Any and all (Company Name) property, business information, and confidential information are to remain at the worksite. In the event that any (Company Name) employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of (Company Name), he/she will be required to turn these items over to a (Company Name) representative, until such time as the investigation is completed.

(Company Name) employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

Administration

If you have any questions or concerns about this policy or its related procedures please contact:

-Employee Name and/or Position Title

-Phone Number

-Mailing Address

-Email Address

-Website

This policy and its related procedures will be reviewed every (insert Number) years.

This policy was created and implemented on (insert date).

Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Progressive Discipline Policy of (Company Name). I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_