

**Progressive Discipline Levels**

The following table outlines required progressive discipline for common workplace issues.

**Key: Formal Disciplinary Actions**

V: Verbal warning;

W: Written warning

S: Final written warning and suspension

T: Termination of employment

Work Violation and Suggested Responses

Consideration will be given to the nature of incidents, factual details, the frequency of offences and the employee's overall work record prior to issuing any progressive discipline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Violation | | | |
| 1st | 2nd | 3rd | 4th |
| Attendance Violations | | | | |
| Not following attendance policy | V | W | S | T |
| Unscheduled absences of more than X days annually | V | W | S | T |
| Unapproved late arrivals | V | W | S | T |
| Unapproved early exits | V | W | S | T |
| Unapproved extended breaks or meal times | V | W | S | T |
| Absences that exhibit a pattern or trend | V | W | S | T |
| Three or more days of no call, no show at work | T |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Conduct Violations | | | | |
| Failure to follow organizational or departmental dress code policies, including wearing identification | V | W | S | T |
| Using another person's computer login, passwords or access codes without proper authorization | W | S | T |  |
| Giving out your password, access codes and logins for the intention of allowing another person to gain access | W | S | T |  |
| Unauthorized and improper use of company property | W | S | T |  |
| Using company time for personal gains including visiting social networking sites and conduct personal business during work hours | V | W | S | T |
| Description | Violation | | | |
| 1st | 2nd | 3rd | 4th |
| Making unauthorized long distance calls from work phones | W | S | T |  |
| Using company vendors and purchasing agreements for unauthorized personal gain, including receiving the company discount on personal merchandise orders, using company credit to purchase personal items such as gas and food | S | T |  |  |
| Smoking on work premises in unauthorized areas | V | W | S | T |
| Compromising the privacy and confidentiality of another or of company information, including medically related documents | S | T |  |  |
| Being unfit to perform job requirements, including sleeping on the job or working under the influence of illegal drugs and alcohol | W | S | T |  |
| Insubordination, including refusing to accept instructions from supervisors, security officers or other proper authorities | V | W | S | T |
| Use of profane, abusive, or loud/ boisterous language on company premises or when acting on the organizations behalf | V | W | S | T |
| Harmful or damaging comments, gossip or rumors | V | W | S | T |
| Failure to appropriately interact with anyone on company premises, including visitors, customers, patients, or other employees | V | W | S | T |
| Actions that are considered to be disrespectful or harmful to others | W | S | T |  |
| Threats, fighting, or other physical actions against another person while on company premises or while acting on behalf of the company | S | T |  |  |
| Crimes against the organization, including theft, willful damage of company property, possession of alcohol/illegal drugs/weapons/explosives, gambling for personal gain | T |  |  |  |
| Any activity which violates federal or provincial standards regulating the provision of professional services or violation of regulations the affect licensing, commissioning or certification | T |  |  |  |
| Health & Safety Violations | | | | |
| Failure to follow organizational policies, practices and procedures that relate to the health & safety of the organization and its employees \*could be progressed depending on severity | V | W | S | T |
| Failure to wear the required personal protective equipment | V | W | S | T |
| Failure to immediately report an accident on company premises or of company responsibility | W | S | T |  |
| Using company machinery or equipment without proper training or certification | W | S | T |  |
| Description | Violation | | | |
| 1st | 2nd | 3rd | 4th |
| Performance Violations | | | | |
| Not meeting job requirements/ standards | V | W | S | T |
| Missing deadlines | V | W | S | T |
| Not attending, arriving late or leaving early to scheduled meetings including team, group, client and/or vendor appointments | V | W | S | T |
| Not meeting sales targets or developed goals | V | W | S | T |

Summary

This chart is meant to provide you with an example of unacceptable offences and the resulting violation. Depending on the severity of your action, management reserves the right to advance the progressive discipline to a higher level that fits the violation.

A Progressive Discipline warning will remain on file for 18 months. If no further violations happen during that period, the discipline will become inactive.