

Discipline Policy

Reference: Workers Compensation Act, Section 116 General Duties of Workers and Section 117 General Duties of Supervisors (see also G-D3-116 Orders to Workers)

All employees (including managers and supervisors) are expected to behave in a respectful manner.

If discipline is needed, or after coaching or education was unsuccessful, a system of progressive steps will be applied. Our expectation is that the employee's performance, behaviour or conduct will change to acceptable standards in the early stages of the process.

Managers and supervisors will record all instances where progressive discipline steps have been used.

All records, or copies of records, will be filed in a worker's file located []. Discipline records are confidential. A worker is allowed to see their discipline record.

Progressive Discipline

Step 1 – *Verbal Warning*

Step 2 – *Documented Warning* and Letter of Reprimand and/or suspension

Step 3 – *Termination*

Serious Infractions

Some infractions are of such a serious nature that a single incident may be grounds for immediate termination. Examples are:

- Falsification of employment applications, production reports, timesheets or other records.
- Possessing, using or being under the influence of intoxicants or narcotics on the job.
- Theft of property.
- Causing damage to employee, company, client or contractor property or reputation.
- Engaging in conduct that endangers fellow employees.
- Gross insubordination.
- Major safety violations.
- Flagrant violations of the law or regulation
- [*company content here*]

A copy of this policy will be [posted in the shop] and given to each employee during their orientation.

The policy will be reviewed periodically and any changes will be communicated to all employees.