



POLICY NO: 5
TITLE: Progressive Discipline Policy

Approval Date: June 8, 2021

POLICY STATEMENT

Grande Prairie Regional Sport Connection has adopted a policy of progressive discipline to ensure that employees can correct any performance or behavioural problems that may arise. Grande Prairie Regional Sport Connection 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 in consideration of their safety and the overall protection of Grande Prairie Regional Sport Connection employees, property, and business practices.

5.1 Progressive Discipline Process

- a) If an employee of GPRSC violates policy or exhibits problematic behavior, a system of progressive discipline shall be used. Progressive discipline can be issued on any of: attendance, conduct, health and safety, or performance concerns.
- b) Employees will be given 2 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:
 - Verbal correction with documentation of warning placed into the employee's personnel file: formal
 - Written warning with documentation of warning placed into the employee's personnel file: formal
 - Termination with documentation of termination placed into the employee's personnel file
- c) With each violation or apparent problem, the employee will be provided information to: (1) alert them to the problem and reiterate 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.
- d) All formal warnings will be kept active 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.
- e) 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, GPRSC reserves the right to skip the two-step disciplinary process and move straight to termination where necessary.

5.2 Investigation and Documentation

- a) All violations or alleged violations will be properly investigated and documented by the Board Chair and HR Committee. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

5.3 Suspension and Review Period

- a) During the final written warning, an employee may be suspended 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 6 months. During the review period, the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

5.4 Termination of Employment

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

5.5 Suspension with Pay, Pending Investigation

- a) If an employee of GPRSC 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.
- b) This form of suspension is not disciplinary but is intended to allow GPRSC to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, GPRSC will reserve the right to extend the suspension as necessary.
- c) 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 or she is available for interviews during this period. If the suspended employee fails to make himself or herself available, GPRSC will proceed with the investigation and make a determination based on the information available.
- d) The suspended employee will have the right to legal representation or a representative of GPRSC present at any such interview and will be given 24 hours' notice prior to any interviews taking place.
- e) As the suspended employee will be suspended with full pay, he or 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 or she must submit a request and be granted approved leave.

- f) Any Grande Prairie Regional Sport Connection employee who is placed on suspension with pay will be required to temporarily turn over his or her office keys, access passes, and GPRSC identification and credit cards. Any and all Grande Prairie Regional Sport Connection property, business information, and confidential information are to remain at the worksite. If any GPRSC employee placed on suspension with pay maintains any files or equipment at his or her residence which are the property of Grande Prairie Regional Sport Connection, he or she must turn these items over to a representative of GPRSC until such time as the investigation is completed.
- g) Grande Prairie Regional Sport Connection employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.