Progressive Discipline Policy Template

Based on CSA Z1008:21, *Management of impairment in the workplace*

# Purpose

**[Insert company name here]** shall not discipline or discharge an employee without just cause and shall have due regard for the principles of progressive discipline. Discipline will follow investigation and discussion with the employee, and will normally\* proceed through the following steps, with the objective of resolving the matter and/or correcting the behaviour as quickly as possible:

## Steps involved in the progressive discipline process

* Step 1: The employee is given an oral warning.
* Step 2: The employee is given a written warning or letter of reprimand.
* Step 3: The employee is absent from work on an unpaid short suspension.
* Step 4: The employee is absent from work on an unpaid long suspension.
* Step 5: The employee is formally discharged.

*\** ***[Insert company name here]*** *reserves the right to skip one or more steps outlined above, depending on the severity of the conduct in question and the relevant mitigating and aggravating factors, if any.*

Disciplinary measures shall be proportional to the seriousness of the issue and shall normally increase in severity with repetition of the same or similar occurrences.

# Representation

When **[Insert company name here]** or designate of **[Insert company name here]** requires an employee to attend an interview as part of an investigation that is likely to lead to discipline or discharge (or for a meeting concerning discipline or discharge), **[Insert company name here]** or designate will inform the employee, in writing, with a copy to the employee representative (where applicable), of the employee’s right to have representation attend such a meeting. If the employee requests representation, **[Insert company name here]** or designate will arrange for such representation without undue delay and without further discussion of the matter with the employee concerned.

# Confidentiality

All disciplinary meetings, interviews, and investigations shall be treated as confidential.

# Permanent records

If there is no resulting discipline or discharge, all record of the matter shall be removed from the personnel file of the employee and will not be considered in decisions pertaining to the employee, including but not limited to a contract renewal or promotion. The employer will remove warnings and reprimands in an employee's personnel file after 12 months of active employment (i.e., days performing bargaining unit work) have elapsed since the date of issue, unless the employee has a subsequent warning for the same or similar offence during that period.

Replace with COO signature Replace with CEO signature

**[Insert CEO first and last** **name]** **[Insert COO first and last name]**

Chief Executive Officer Chief Operating Officer

**[YYYY/MM/DD] [YYYY/MM/DD]**

