

## Corrective Action and Disciplinary Procedure

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**Purpose**

*Given the nature of the work done at Accredited Supports to the Community (ASC), it is essential to hold employees to a high standard of performance and conduct. When performance or misconduct concerns arise, ASC believes in addressing them in a positive and constructive manner that assists the employee to improve; ASC strives to work with employees regarding issues in the workplace. However, when coaching and counselling have not been successful, or when a situation requires a more serious response, discipline is used as a management tool to improve the problem situation.*

**Policy Statement**

*ASC reserves the right to discipline employees for all forms of poor conduct, unsatisfactory job performance, violations of ASC’s rules, regulations, and/or policies, or any other misconduct (the “Misconduct”).*

*In determining the appropriate course of discipline, ASC will consider the following:*

- *Nature of the Misconduct;*
- *Disciplinary history of the employee;*
- *Length of service of the employee; and*
- *The impact, or potential impact, of the Misconduct on ASC.*

*ASC will, as soon as practical, act on an allegation of Misconduct. Prior to any disciplinary action being taken, the employee in question will be provided with the opportunity to respond to the allegation. Where the circumstances warrant, an employee may be suspended on a with-pay basis pending the outcome of an investigation into the allegations.*

*ASC generally follows a system of progressive discipline. However, this does not prevent ASC from foregoing any step in the chain of progressive discipline as may be warranted in the circumstances. The general stages of progressive discipline are as follows:*

- 1. Verbal warning (documented);*
- 2. First written warning;*
- 3. Final written warning; and*
- 4. Termination.*

*All documentation regarding Misconduct and disciplinary procedures will be kept on the employee’s personnel file.*

Binder(s):	Human Resources					Page:	1 of 1
Section(s):	Employee Relations	A	92-06-26	R	94-09-26	R	97-09-25
Program Area(s):		R/R	98-06-23	R/R	Mar. 14/05	R/R	Oct 25/18

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Immediate supervisors have a responsibility to bring forward any Misconduct to the next level of management.

### **Verbal Warnings**

After consultation with the next level of management, a verbal warning may be issued by the immediate supervisor. Prior to verbal warning documentation being placed on the employee's file, it will be forwarded for review by the Program Director/Executive Director.

### **Written Warnings**

Any written warning must be done in consultation with the area Program Director and the Executive Director.

### **Termination of Employment**

Any consideration or termination related to progressive corrective actions and disciplinary procedures must be done in consultation with the area Program Director and the Executive Director. Notification of termination will be prepared and signed by the Executive Director.

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