



POLICY NO: 108

CATEGORY: DISCIPLINARY ACTION

DATE OF APPROVAL: MAY 27, 2013

DATE OF REVIEW: March 27, 2023

Discipline for all employees will be as follows:

First offence – oral reprimand by Manager and written notations on employee file.

Second offence – formal employee reprimand is filed by Manager; (Please Refer to [Appendix B](#) for sample Form)

Third offence - suspension without pay, length determined by supervisor or termination of employment subject to authority granted by this policy.

Serious misconduct -Criminal Offence committed against the employer and/or using the employer's property to commit a crime.
Immediate dismissal. **RCMP shall be contacted.**

NOTE:

1. Notwithstanding the above order of disciplinary action; the Manager, at his discretion shall be authorized to impose an advanced level of disciplinary action.
2. If for any reason the employee is not satisfied with the result concluded, the employee can request a meeting with the Board of Directors in the absence of the Manager. The Board of Directors retain the authority to share the discussion with the Manager.
3. In the event of a reversal of the Manager's decision by the Board of Directors, the written reprimand and related documentation will be permanently removed from the employee's records.