

<b>SUBJECT:</b> Employee Discipline	<b>POLICY NO:</b> INT-17a	<b>LAST REVIEWED:</b> April 2018
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Human Resources Manager	<b>NEXT REVIEW:</b> April 2020

**SUMMARY**

**Policy Statement**

Employees’ performance and conduct should contribute to the achievement of BCITSA’s goals and objectives. When the conduct or performance of an employee is unsatisfactory or fails to meet the employer's expectations, corrective action may be taken using progressive discipline. Serious offences may result in immediate suspension or termination.

**Purpose of This Policy**

The purpose of this Policy is to:

- Outline a fair procedure for which to implement employee discipline.

**Application of This Policy**

This Policy applies to all full-time and part-time employees.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code*.

**Related Documents and Legislation**

Legislation

- *BC Human Rights Code*
- *BC Employment Standards Act*
- *BC Worker’s Compensation Act*

BCITSA

- Policy INT-12 – Conflict Resolution
- Policy INT-15 – Employment Standards

**Forms Associated With This Policy**

N/A

**Amendment History**

- Created 2018-04-30
- Amended [DATE]

**DEFINITIONS**

**Discipline**

Discipline is defined as the regulations or conditions that are imposed on employees in order to either correct or prevent behaviors.

**DUTIES AND RESPONSIBILITIES**

**Human Resources Manager**

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

**POLICY**

**1. Employee Discipline**

**1.1. Discipline of Employees**

- a. If a manager is dissatisfied with the conduct or work performance of an employee, they shall follow the procedure outlined in this Policy.
- b. If discipline of an employee is required under any BCITSA Policy, it shall follow the procedures outlined in this Policy.

**PROCEDURE**

**1. Disciplinary Procedures**

**1.1. Disciplinary Procedure**

- a. In consultation with the Human Resources Manager, all matters regarding discipline of an employee shall adhere to the following steps:
  - i. The respective manager shall meet with the employee in question to deliver a verbal warning, and outline the ways in

which the employee's performance and/or conduct must be improved or corrected.

- ii.** If the employee fails to meet the expectations as laid out in procedure 1.1.a(i), the respective manager shall meet with the employee again, and a written warning shall be placed with the employee's file in the Human Resources department. A copy of the written notice shall be provided to the employee.
- iii.** If the performance of the employee still does not improve as described in the written warning, they may be terminated for cause by their respective manager.
- iv.** Depending on the severity of the issue, the respective manager reserves the right to skip one or more of the steps in this procedure.