



## **POLICY FOR DISCIPLINARY ACTION**

### **Objective:**

To establish reasonable and consistent standards of expectations contributing to effective work and productivity. All employees must meet the standard of conduct and rules of employment.

### **Policy:**

The Municipality of Whitemouth promotes fair and constructive treatment. Disciplinary action may be taken against an employee for actions taken during employment, or while operating company equipment. This policy further explains when and how progressive discipline will generally be applied. The progressive disciplinary process will be carried out with the intent to improve the behaviour.

Employee conduct that warrants discipline will result from unacceptable behaviour, poor performance, violation of municipal policy, practices, or procedures; or being in contravention of public health orders, workplace safety and health regulations, the highway traffic act and other applicable regulations, and legislation that may apply to the position.

### **Corrective Action for Employees:**

Employees who are found not complying with the general safety rules and regulations for both union and non-unionized employees will be disciplined. This disciplinary action will be by the process laid out in the Operating Engineers of Manitoba Local 987 shall follow Article 14 – Discipline, Dismissal, and Lay Off of the Collective Agreement.

All violations will be documented and retained in the employees' files.

### **Related Documents**

- **Forms:** Disciplinary Action Form

|                  |                   |       |
|------------------|-------------------|-------|
| RM of Whitemouth | Disciplinary Form | Date: |
|------------------|-------------------|-------|

|  |             |                        |        |
|--|-------------|------------------------|--------|
| Employee Name:   |             | Date of Reprimand:     |        |
| Employee Position:   |             | Department:            |        |
| What is the employee being reprimanded for?                                      |             |                        |        |
| Conduct:   | Production: | Timelessness/Tardiness | Safety |
| Other:   |             |                        |        |
| Please explain:  |             |                        |        |
| What is expected of this employee in response to this reprimand?                 |             |                        |        |
| What action is recommended if this employee does not meet expectations outlined? |             |                        |        |
| How will the supervisor assist the employee?                                     |             |                        |        |
| Has the employee been warned about this before?                                  |             | Yes, (date)            | No     |
| Written  |             | Verbal                 |        |
| Other Comments:  |             | Employee comments:     |        |