

## Policy

*Corrective action is a process designed to identify and correct problems that affect an employee's work performance or the overall performance of the department. The progressive corrective action process should be handled consistently within each unit and for each problem.*

## Guidelines

*The Progressive Corrective Action Process refers to the following actions:*

- i. Counseling or verbal warning;*
- ii. Written reprimand and warning;*
- iii. Suspension or Suspension pending investigation and final determination;*
- v. Specific warning of termination; and*
- vi. Termination.*

*These steps are usually taken in sequence when an employee exhibits behavior or performance issues. However, depending on the situation, any step may be repeated, omitted, or taken out of sequence. The Company reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual basis.*

*Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.*

*When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor. This communication should include a meeting between the employee and the supervisor.*

*In the case of serious misconduct, an employee may be suspended and/or discharged on the first offense. Serious workplace misconduct includes, but is not limited to:*

- Theft;*
- Fighting;*
- Behavior/language of a threatening, abusive, or inappropriate nature;*
- Misuse, damage to, or loss of Company property;*
- Falsification, alteration, or improper handling of Company-related records;*
- Unsatisfactory customer service;*
- Disclosure or misuse of confidential information;*
- Unauthorized possession or concealment of weapons;*

- *Insubordination (e.g. refusal to carry out a direct assignment);*
- *Misuse of the Company's electronic information systems;*
- *Possession, use, sale, manufacture, purchase, or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants.*