

DISCIPLINARY ACTION PROCEDURE

All employees are expected to comply with company standards of conduct/job performance, etc. Non-compliance will result in Disciplinary Action.

Discipline can be applied in the following form: (We do not have a progressive discipline policy)

Counseling
Verbal Warning
Written Reprimand
Suspension
Transfer/Demotion
Discharge

Steps in processing disciplinary action:

- Contact Human Resources within 24 hours of the violation or notification of the violation by typing a disciplinary action form (located on the website and dated 12/08) and emailing to the Chief Human Resources Officer at jlangahs@sbcglobal.net. The Supervisor processing the DA will review with their Supervisor ensuring the final document sent to Human Resources is based on their agreement.
- Human Resources will review all information provided to determine the appropriate discipline or if further action is required: i.e. Corrective Action Plan, Internal Investigation, etc. The Chief HR Officer will respond by returning the DA within 48 hours. If necessary she will discuss with the Vice-President and/or CEO. The Chief HR Officer will enter the DA information in The Communicator for quick reference.
- All Disciplinary Review meetings will be completed within 7 calendar days of the event or notification of the event. If necessary, Human Resources and/or the Director will be present to assist. Be advised, due to schedule conflicts, business travel, etc. the 7 calendar day maximum may be exceeded.
- The Disciplinary Action form should be signed by the Chief HR Officer, the Employee and the Supervisor and then filed in the Personnel file.

Internal Investigations:

The Chief Human Resources Officer will provide oversight, guidance and support as necessary to assist in the completion of all internal investigations. HR will review all drafts of investigation reports and provide feedback to the Director, Vice-President and CEO.

Suspension Pending Investigation may occur if it is deemed necessary to ensure consumer and employee safety. To process a suspension, the appropriate section on the Disciplinary Action form must be completed and reviewed with the employee. The suspension shall continue no longer than 5 business days, the time provided for completing ALL Internal Investigations. Extenuating circumstances that may affect the above stated timeframe must be noted in the investigation report.

Investigations MUST be completed for all alleged violations: (not all inclusive)

- Abuse and Neglect
- Vehicle Accidents
- Safety Incidents

Investigations will be completed using the Investigation Memorandum Report.