A picture containing logo

Description automatically generated

|  |  |
| --- | --- |
| **Document Name** | Progressive Discipline Policy |
| **Document Number** | M2003p |
| **Last revised** | September 16, 2022 |
| **Purpose** | To ensure that employees can correct any performance or behavioral problems that may arise |
| **Connecting Documents** | EZ STAK Employee Manual and EZ STAK OH&S Manual |
| **Connecting Forms** |  |
| **Connecting Systems** |  |

**Progressive Discipline Policy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions that are disrespectful or harmful to others | W | S | T |  |
| Threats, fighting, or other physical actions against another person while on company premises or while acting on behalf of the company | S | T |  |  |
| Crimes against the organization, including theft, willful damage of company property, possession of alcohol/illegal drugs/weapons/explosives, gambling for personal gain | T |  |  |  |
| Any activity which violates federal or provincial standards regulating the provision of professional services or violation of regulations the affect licensing, commissioning, or certification | T |  |  |  |
| Health & Safety Violations | | | | |
| Failure to follow organizational policies, practices and procedures that relate to the health & safety of the organization and its employees \*could be progressed depending on severity | V | W | S | T |
| Failure to wear the required personal protective equipment | V | W | S | T |
| Failure to immediately report an accident on company premises or of company responsibility | W | S | T |  |
| Using company machinery or equipment without proper training or certification | W | S | T |  |
| Behavior which could comprise the safety of yourself or others | S | T |  |  |
| Performance Violations | | | | |
| Not meeting job requirements/ standards | V | W | S | T |
| Missing deadlines | V | W | S | T |
| Not attending, arriving late, or leaving early to scheduled meetings including team, group, client and/or vendor appointments | V | W | S | T |
| Not meeting sales targets or developed goals | V | W | S | T |

Summary

This chart is meant to provide you with an example of unacceptable offences and the resulting violation. Depending on the severity of your action, management reserves the right to advance the progressive discipline to a higher level that fits the violation.

A Progressive Discipline warning will remain on file for 12 months. If no further violations happen during that period, the discipline will become inactive.

Acknowledgment and Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understand the Progressive Discipline Policy of EZ STAK. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

|  |  |
| --- | --- |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |