FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **Progressive Discipline**	Page 1 of 3	POLICY NO: HR:009
	DATE Issued: September 2021	
	DATE Reviewed: July, 2022:	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: All FVI Employees, Board, Volunteers	

POLICY

It is expected that all employees of Family Visions Inc. will conduct themselves in a professional and honourable manner, both at work and in the community, and it is expected that those employees respect the individual rights of the people who are supported in programs provided by Family Visions Inc. The purpose of this policy is to provide clear direction for correcting misconduct by employees and reinforcing expectations for positive behaviour.

PROCEDURE

BEHAVIOUR WARRANTING DISCIPLINARY ACTION

All employees of Family Visions Inc. will treat all people associated with the agency including Supported Individuals, their families, co-workers, managers and supervisors, the Board of Directors, suppliers, external supports, and volunteers in a respectful and thoughtful manner and will handle all agency owned, rented, or held property with due care and caution. Abuse or misuse of people, belongings, property, or employed time will not be tolerated.

There are many types of abuses to people, such as:

1. Physical/Sexual Abuse
2. Emotional Abuse
3. Neglect
4. Exploitation

Family Visions Inc. will not tolerate any form of abuse as it is defined in the Residential Care Licensing Manual, Subject 8.2, Section 20. Abuse of personal or agency property or employed time, and/or unacceptable personal conduct and negative interaction with other people will not be tolerated by Family Visions Inc. and will result in disciplinary action.

Misconduct requiring disciplinary action can include, but are not limited to the following:

Abuse of time during work hours

Being under the influence of alcohol or restricted substances, narcotics, or non-potable substances (i.e.: vanilla, aftershave, etc.) and/or willfully engaging in any activity that impairs judgement while on duty.
Borrowing money from the Supported Individuals, the household, or other monies

Deliberately restricting or hampering the plans of the Supported Individuals

Failure to follow job instruction, verbal or written, or failure to follow protocol

Falsifying records or reports

Habitually tardy or absent from work

Immoral or indecent conduct

Insubordination

Interfering with another employee's performance of duties

Making false, vicious, or malicious statements about an employee(s), Supported Individual(s), the Employer, or the Agency

Provoking, instigating, or fighting with a Supported Individual

Provoking, instigating, or fighting with co-workers or members of the community while on duty or Agency held property

Sleeping on the job during times that sleeping is prohibited

Smoking, except in specified areas at specified times

Theft from Supported Individuals, the Agency, or co-workers

Threatening, intimidating, coercing, bullying or interfering with duties of fellow employees

Unauthorized possession of firearms or explosives on Agency held property

Undeclared conflict of interest

Willfully misusing, destroying or damaging property belonging to Supported Individuals, other employees, or the Agency

Breaching any policy or directive of the Employer

Failing to meet an expectation communicated to the employee by the Employer

TYPES OF DISCIPLINARY ACTION

It is the intention of the employer that the purpose of discipline is to be remedial with the goal of correcting attitudes or conduct, which interfere with proper and efficient operations and with harmonious relations with others. However, progressive discipline will be used to reinforce expectations for positive behaviour while providing harsher consequences for repeated misbehaviour. Progressive Discipline will usually occur in the following manner:

1. **Team Leader Intervention:** A Team Leader will have a conversation with a staff to address their misconduct with a view to reinforcing expectations and coaching the employee on appropriate conduct Should a staff repeat the infraction the Team Leader will submit an Internal Report to the Executive Director. If the misconduct is abusive in nature or a criminal act the Team Leader is to verbally report the staff to the Agency's 24 hour On Call service for immediate attention. In the instance where a residence does not have a Team Leader it will be the responsibility of the residences Program Director to do the intervention.
2. **Verbal Warning/Reprimand** – Where the misconduct is repeated, the Program Director/designate will be notified and will interview the employee with a Union rep present to discuss the conduct or offence for which discipline may be warranted. Upon conclusion of the interview, and provided that the Program Director determines there is cause for discipline, the Program Director will provide a verbal reprimand to the employee in the presence of their Union rep and record the reprimand on the employee's personnel file.
3. **Written Warning** – When a continued or more serious misconduct misbehaviour occurs, the Executive Director/designate with a Union rep present shall meet with the employee and interview them about their conduct. Upon conclusion of the interview and provided that the Executive Director determines there is just cause for discipline, the Executive Director will meet with the employee and their Union rep to read the Written Reprimand, which will clearly state the offence, the disciplinary action to be taken, and a warning against any similar future misconduct, along with the potential consequences of future misconduct. A copy of the written reprimand will be placed on the employee's file.
4. **Suspension** – An employee who is found to have repeated misconduct or who engages in serious misconduct may be suspended with or without pay, depending on the seriousness of the continued misconduct or offence. After conducting an investigation, the Executive Director/designate will meet with the employee in the presence of their Union rep and

serve notice of suspension and its duration on the employee. The notice will include a description of the misconduct, and where applicable the prior discipline, that justifies the suspension and will reinforce the Employer's behavioural expectations for the employee. The notice will also serve as a final warning to the employee that future misconduct of the same nature will result in dismissal for just cause. Record of the suspension will be placed in the employee's personnel file.

5. **Termination of Employment** – The employment shall be terminated only when other corrective action has failed or when the seriousness of the offence or misconduct warrants dismissal. In this case, the employee is subject to immediate dismissal without pay for just cause. After conducting an investigation, the Executive Director/designate will meet with the employee, in the presence of their Union rep, and serve a written letter of dismissal on the employee describing the misconduct amounting to just cause for dismissal. The letter of dismissal will be placed on the employee's personnel file.

Whereas progressive discipline is intended to follow a series of steps to correct misconduct, the starting point on the steps depends on the nature of the misconduct. The response to misconduct must be proportional to its seriousness. More serious misconduct may result in the employer starting with a written reprimand, suspension or even termination.