

POLICY TYPE: HUMAN RESOURCES STANDARDS

HRS POLICY TITLE: *DISCIPLINE PROCEDURES*

PURPOSE

To constructively, fairly and efficiently address the situation where an employee fails to meet expectations or follow Lifetime Networks policies and procedures

POLICY STATEMENT

Lifetime Networks recognizes the valuable contribution employees make towards achieving our mandate. Occasionally, an employee's standard of performance or conduct is unsatisfactory. In this situation, Lifetime Networks will take action to assist the employee to attain an acceptable standard of performance or conduct. Disciplinary action may be part of this process.

Disciplinary action should follow a progressive model. Normally, discipline should progress from verbal reprimands, to written reprimands, to suspension of employment and finally termination. However, there may be very serious situations where strict adherence to the progressive model is inappropriate. In these situations, more immediate and conclusive disciplinary action, up to and including dismissal, is the warranted corrective action, at the first offence. Examples of such situations include, but are not limited to assault, insubordination, breach of trust, theft, abuse, fraud and certain misconducts outside of the workplace.

At Lifetime Networks we expect respectful communication between all employees.

An employee has engaged in insubordination when:

- a) There has been a clear direction that was understood by the employee;
- b) The direction was given by a person in authority (i.e. Executive Director, Manager or Supervisor);
- c) The order was clearly disobeyed; and/or,
- d) Any form of communication that contravenes Lifetime Networks' standard on harassment

An additional type of insubordination arises where the employee communicates in an insolent/defiant/rebellious/disrespectful manner to a person in authority.

PROCEDURES

Disciplinary action is based on the following:

- The employee has been made aware of the expected standards of performance or conduct and has been given sufficient time to make the necessary corrections
- Lifetime Networks policies and procedures must be reasonable, communicated and consistently and equitably applied
- An employee must be aware of the consequences for failing to make the necessary corrections to performance or conduct

- Disciplinary meetings between the manager and/or management staff and the employee shall be held in private; the manager and/or management staff will explain the expectations for performance or conduct to the employee and set a date for performance progress review
- If the employee is issued a written reprimand, that notice shall contain a detailed description of the performance problem or inappropriate conduct, the plan for improvement, the time frame, disciplinary action to be taken and the consequences of failing to make necessary corrections
- Any disciplinary action must be recorded in the employee's personnel file
- Disciplinary action to improve or correct performance and conduct must be expedient and timely
- Employees who dispute the propriety of an order must comply with the order, and may challenge it later through the complaints resolution process if they wish.