



<b>SUBJECT:</b> Disciplinary Action	<b>POLICY NO:</b> HR - 6	<b>LAST REVISED:</b> June 28, 2015
<b>APPROVED BY:</b> Executive Council	<b>NO. OF PAGES:</b> 1	<b>DATE ORIGINATED:</b> October 26, 2008

**Policy**

The Saskatchewan Polytechnic Students' Inc. understands the need to discipline employees if undesirable work performance or violation of policies and/or procedures has occurred.

**Procedure**

1. The following illustrates the purpose of each warning:
  - a. **First Warning – Verbal**  
This is a private discussion with the individual by their immediate Supervisor and/or the General Manager to discuss the staff members' awareness of what is expected and the gaps found in performance. The verbal warning is to be used as a learning tool for the individual and they may seek further guidance from any one of the aforementioned supervisors/managers.
  - b. **Second Warning – Written with probation period attached**  
If undesirable work performance and/or violation of policies and procedures persist after the first warning, the Supervisor and/or General Manager shall administer a written warning to the individual. The warning will outline the areas for improvement, the standards expected, and a reasonable time limit for a review. A copy of the written warning shall be placed in the individual's permanent employment file. The individual will be encouraged to take ownership and/or responsibility. The onus is on the individual to fix the problem and improve overall performance.
  - c. **Third Warning – Termination**  
A third occurrence of undesirable work performance or violation of policies and procedures will result in termination of the individual's position. A formal termination letter will be presented to the individual.
2. If deemed necessary, the General Manager may supersede the above processes given the violation requires such action.