

Policy Objective

4.1 The objective of the Progressive Discipline policy is to ensure that employees can correct any performance or behavioral challenges that may arise during employment.

4.2 Further, that a set of reasonable rules or guidelines are established for employees to follow, in consideration of safety and overall protection of employees, Kenjgewin Teg, and/or business practices.

Guidelines

4.3 This policy addresses the following:

- A. The Progressive Discipline Process
- B. The Levels of Progressive Discipline
- C. Investigation and Documentations
- D. Suspension and Review Period
- E. Termination of Employment
- F. Appeals
- G. Suspension with Pay – Pending Investigation

Progressive Discipline Process

4.4 In the event that an employee of Kenjgewin Teg violates organizational policy or exhibits problematic behavior, a system of progressive discipline shall be utilized.

4.5 Progressive Discipline can be issued on either: attendance, conduct, health & safety or performance concerns.

4.6 Employees will be given four opportunities to correct the unwanted behavior, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

- 1. Coaching - informal
- 2. Verbal Warning - formal
- 3. Written Warning - formal
- 4. Final Written Warning with Possible Suspension - formal
- 5. Termination

4.7 With each violation or apparent problem, the employee will be provided with a written document to:

- A. alert them to the problem, provide a reiteration of the correct policy regarding the violation,
- B. advise them of the consequences associated with further infractions, and

C. provide a suggestion towards a method of improvement.

4.8 All formal warnings will be kept on file for a period of eighteen (18) months.

4.9 If no further discipline happens within the time period, the warning will become inactive.

4.10 If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

4.11 Degrees of discipline shall be used in relation to the problem at hand.

4.12 As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, Kenjgewin Teg reserves the right to skip the three-step disciplinary process and move straight to termination where necessary.

Progressive Discipline Levels

4.13 This policy outlines Progressive Discipline Levels.

4.14 The following processes outline the progressive discipline steps for common workplace issues.

4.15 The following processes provide clear examples of unacceptable offences and the resulting violation in general terms.

4.16 The following processes do not contain all offences and depending on the nature and severity of the offense Kenjgewin Teg reserves the right to advance discipline to a higher level.

Investigation and Documentation

4.17 All violations or alleged violations will be properly investigated and documented by a department supervisor, and/or Human Resources.

4.18 All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

Suspension and Review Period

4.19 During the final written warning, an employee may be suspended and/or put on review.

- A. Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically, suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties.

- B. Review: Employees may be put on a review period following the final written warning. The review period will last six months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

Termination of Employment

4.20 The final stage of progressive discipline is termination of employment.

4.21 Termination of employment with Kenjgewin Teg may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

Appeals

4.22 In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Human Resources.

4.23 Written appeals must contain:

- A. Details of the discipline;
- B. Events surrounding the discipline;
- C. Why the employee feels the discipline is not warranted or appropriate.

4.24 Human Resources shall review and respond to all written appeals within ten (10) business days.

Suspension with Pay – Pending Investigation

4.25 In the event that a Kenjgewin Teg employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

4.26 This form of suspension is not disciplinary but is intended to allow Kenjgewin Teg to examine the issues thoroughly and to determine appropriate action.

4.27 Should the investigation not be completed during the stated timeline, Kenjgewin Teg will reserve the right to extend the suspension, as necessary.

4.28 During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them.

4.29 The suspended employee must ensure that he/she is available for interviews during this period.

4.30 If the suspended employee fails to make him/ herself available, Kenjgewin Teg will proceed with the investigation and make a determination based on the information available.

4.31 The suspended employee will have the right to legal representation or a Kenjgewin Teg representative present at any such interview, and will be given 24 hours' notice prior to any interviews taking place.

4.32 As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period.

4.33 Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

4.34 Any Kenjgewin Teg employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and Kenjgewin Teg identification and credit cards.

4.35 Any and all Kenjgewin Teg property, business information, and confidential information are to remain at the worksite.

4.36 In the event that any Kenjgewin Teg employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of Kenjgewin Teg, he/she will be required to turn these items over to a Kenjgewin Teg representative, until such time as the investigation is completed.

4.37 Kenjgewin Teg employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 Kenjgewin Teg's Corporate Services unit will determine, collect and report annually any key statistical data of staffing on an aggregate basis only (non-identifiable) for appropriate internal or public reporting required.

5.4 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	N/A
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P3.0 Progressive Discipline</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	