

SECTION 4

Formal disciplinary sanctions

- 4.1 *Formal disciplinary sanctions* are appropriate responses to cases of misconduct where an employee has breached the established standards of behaviour expected of him as an employee of the Department.
- 4.2 Formal disciplinary procedures include *four levels* of disciplinary action of progressive severity:
 - a. oral reprimand
 - b. written reprimand
 - c. suspension
 - d. discharge.
- 4.3 Each instance of misconduct must be assessed on its individual merits, considering:
 - a. the circumstances surrounding the offence,
 - b. the nature of the offence, and
 - c. the frequency of past offences.
- 4.4 In assessing the circumstances surrounding the offence, the supervisor or authorized manager should consider all factors pertinent to reaching a sound, fair decision, such as the employee's past record, his length of service, and mitigating circumstances which qualify the seriousness of the case.
- 4.5 In assessing the nature of the offence, the supervisor or authorized manager should consider the importance of the offence relative to other infractions.
- 4.6 In assessing the frequency of past offences, the supervisor or authorized manager should consider the effects of previous corrective measures and the impact of previous warnings of consequences in the event of future infractions.