

APPENDIX B

Discipline check-list

1. Throughout the administration of discipline, clear and concise documentation should be maintained.
2. Prior to taking disciplinary action:
 - Allow whenever possible the employee to explain his conduct
 - consult the employee's supervisor, where appropriate
 - investigate all other potential sources of information
 - verify information whenever possible
 - hold interviews privately to avoid embarrassing the employee
 - where the employee requests the presence of a union or other representative, ensure that management also has a witness to the proceedings.
3. When deciding upon disciplinary action:
 - request information regarding the employee's past record
 - evaluate the mitigating circumstances and the context of the offence
 - check previous disciplinary actions.
4. When administering disciplinary action:
 - identify the infraction
 - specify the standards of conduct expected of the employee
 - indicate the details of the disciplinary action
 - state the consequences of future offences
 - fill out the appropriate forms.
5. When following up disciplinary actions:
 - assess the effect of the action on the employee
 - follow-up on the performance of the employee, complimenting him orally on improved work and behaviour or noting the progress in a written review of performance where indicated.