

## SECTION 3

### Informal disciplinary procedures

- 3.1 *Informal discipline* is intended to find the roots of an employee's disciplinary problems, to seek appropriate remedial measures, and thereby avoid both future problems and the need for formal corrective action.
- 3.2 *Informal disciplinary procedures* are actions taken by a supervisor or authorized manager in response to a breach of discipline to ensure that the employee understands:
- a) the standards of behaviour expected of him in the work situation,
  - b) The disciplinary policies and procedures of the department, and
  - c) the consequences of future breaches of discipline.

They are also actions by which the supervisor or authorized manager may investigate the possibility of underlying personal or job-related problems.

- 3.3 *An interview* between supervisor/authorized manager and employee provides an opportunity of notifying the employee of the situation created by his conduct and of assessing physical or emotional problems that may require professional advice and treatment, or possible problems within the employee's working environment that may require consultation with personnel officers. The supervisor/authorized manager should keep a record of this action for future reference if necessary. No such record should be placed on the employee's appraisal file.
- 3.4 In the event of *physical or emotional problems* which require professional advice and treatment, the supervisor should refer the employee to the personnel welfare counselling service of Staff Relations & Compensation Division which is equipped to deal with such situations. See Appendix A.
- 3.5 In the event of *problems within the employee's working*