

## TABLE OF CONTENTS

1. INTRODUCTION
  - (a) Scope
  - (b) Purpose
  - (c) Authority
2. APPLICATION
3. POLICY
4. DELEGATION OF AUTHORITY
  - (a) Reprimand
  - (b) Suspension up to 10 days or equivalent financial penalty
  - (c) Suspension in excess of 10 days or equivalent financial penalty
  - (d) Discharge
5. DIRECTIVES AND GUIDELINES
  - (a) Consistency of Approach
    - (i) Fairness
    - (ii) Mitigating Circumstances
  - (b) Timeliness of Action
  - (c) Managerial Inaction
  - (d) Recall or Reassignment
  - (e) Discipline in the Work Group
  - (f) Evidence
  - (g) Performance Appraisals
6. TYPES OF DISCIPLINARY ACTION
  - (a) Informal Action
    - (i) Counselling
    - (ii) Oral Reprimand
  - (b) Formal Action
    - (i) Written Reprimand
    - (ii) Suspension Without Pay
    - (iii) Financial Penalties
    - (iv) Discharge
7. STEPS IN DISCIPLINARY PROCESS
  - (a) General
  - (b) Investigate the Situation
  - (c) Documentation
  - (d) Disciplinary Interview
  - (e) Review of Evidence
  - (f) Consult Staff Relations
  - (g) Take Action
  - (h) Follow-up

43-243-900(C)  
43-244-002(C)

NON - CIRCULATING /  
CONSULTER SUR PLACE

Dept. of External Affairs  
Min. des Affaires extérieures

DEC 2 1986

RETURN TO DEPARTMENTAL LIBRARY  
RETOURNER A LA BIBLIOTHEQUE DU MINISTERE