

SECTION 5

Procedures in formal disciplinary actions

- 5.1 Whenever circumstances permit, and prior to taking disciplinary action, the supervisor or authorized manager should afford the employee the opportunity of explaining and defending his actions, and give every assurance that his explanation will be carefully considered. Since disciplinary sanctions are grievable, an employee who has been notified of disciplinary procedures taken against him may request to be accompanied by a union representative at any subsequent meeting where the sanction is discussed. In such cases management should ensure that it also has a witness to the proceedings.
- 5.2 Disciplinary action should be taken as soon as possible following an infraction. Too great a time gap between the breach of discipline and the supervisor's or authorized manager's response tends to dissociate the offence from the corrective action.
- 5.3 On deciding upon appropriate disciplinary action, the supervisor or authorized manager should notify the employee of the following:
 - a. the actions which constitute misconduct
 - b. the reasons why disciplinary action is warranted
 - c. the details of disciplinary action, and
 - d. the consequences of future offences.
- 5.4 The supervisor should also emphasize to the employee the corrective rather than punitive intent of the disciplinary action.
- 5.5 *Proper records* are essential in the event of grievances or adjudication procedures. To assist supervisors and authorized managers in maintenance of such records, sample letters to employees are included in Appendix C; Form EXT 156 to be completed in the event of a written re-