

Reprimands may be oral or written, but shall include all of the aforementioned points. They are normally used in comparatively minor breaches of discipline.

- 1.6 b) *Oral reprimand* is the reprimand appropriate to initial offences. It constitutes a formal disciplinary sanction and therefore differs in status from the informal disciplinary procedures described in Section 3. When a formal oral reprimand is deemed appropriate, the employee should be notified of the status of this sanction so that the seriousness of this step is clearly established.
- 1.6 c) *Written reprimand* is the reprimand that may be used when an employee has failed to correct his behaviour following an oral reprimand, or in the event of misconduct of a more serious nature.
- 1.7 *Suspension* is the enforced absence from duty of an employee for disciplinary reasons. Suspensions are normally employed in cases of serious misconduct or in the event of an employee's failure to amend his behaviour after having received oral and written reprimands. Suspensions are without pay.

Suspension may be used as a complete disciplinary action in itself. In this case, the suspension would be for a specific period of time and the length of that period should be appropriate to the seriousness of the offence. Suspension may also be used for indefinite periods pending the investigation of cases.

- 1.8 *Discharge* is the involuntary separation from the public service of an employee for reasons of misconduct. Discharge is appropriate in repeated cases of misconduct where other corrective measures have failed. It is only used for a first offence in the event of misconduct of a most serious nature.