

3. POLICY

- (a) Supervisors and managers are responsible for ensuring that all employees under their jurisdiction are made aware of the Department's discipline policy and procedures.
- (b) Supervisors and responsible managers are charged with the responsibility for ensuring that all employees under their jurisdiction are made aware of the rules of conduct and behaviour expected of them. These may be contained in Acts, Regulations, Directives, and locally established management policies directed to local operational requirements. (e.g., the Department's Code of Conduct and Conflict of Interest Guidelines). The Conflict of Interest and Post Employment Code for the Public Service will supersede the Guidelines effective January 1, 1986 insofar as the Conflict issues are concerned.
- (c) In the establishment of local rules of conduct and behaviour, the responsible manager must strive for fair and consistent application of such standards and avoid discriminatory practices.
- (d) The primary objective of the disciplinary process in External Affairs is to seek the cooperation of employees in correcting unacceptable behaviour and conduct. Hence, disciplinary actions must be firm, fair, prompt and consistent.
- (e) With the exception of serious violations to the rules of conduct and behaviour, disciplinary action should be progressive. Hence, the degree of disciplinary sanction should become increasingly severe as violations to the rules of order and conduct are repeated.
- (f) Cases will not be built up against employees by recording violations without having called them to the employee's notice within a reasonable time period in which management became aware of them. Employees must be provided with written notice of any disciplinary action taken against them (exception: oral reprimand). Such notice will include the reasons for the action, the corrective action expected from the employee, and the consequences of future misconduct. A copy of all disciplinary notices must be placed on the employee's appraisal file.
- (g) Disciplinary action will only be taken after a thorough investigation of the facts, during which the employee is given an opportunity to explain his actions. An employee, at his option, is entitled to have a representative (i.e., union, legal) present during disciplinary interviews. All investigations should be conducted in a fair and objective manner.
- (h) In serious cases of misconduct, it may be necessary to suspend an employee pending the outcome of an investigation. Such action will require prior consultation with the Staff Relations Division.