

(e) Review of Evidence

The account of the disciplinary interview should be compared with the findings of the initial investigation. Discrepancies or new evidence should be investigated in an effort to ensure that all facts to be considered in the determination of discipline are accurate. The evidence gathered must be able to answer the following questions affirmatively prior to meting out discipline:

- Has a breach of discipline or misconduct been established?
- Has the investigation been conducted fairly and objectively?
- When possible, has the employee been given advance notice of the possible or probable disciplinary consequences in the case of misconduct?
- Have the rules and orders been applied consistently and without discrimination?
- Is the corrective measure being contemplated consistent with the circumstances of past practice?

(f) Consult with the Staff Relations Division

Before disciplinary action is taken, the responsible manager should consult the Staff Relations Division for advice.

In serious cases of misconduct which may involve a suspension in excess of ten working days or discharge, the responsible manager must consult the Staff Relations Division and provide a fully documented recommendation prior to initiating any action. In such cases, the Staff Relations Division may refer the matter to the Disciplinary Committee for review. In instances in which it is deemed appropriate, the findings and recommendations of the Committee are forwarded to the Under-Secretary.

(g) Take Action

After considering all the information gathered, disciplinary action should be taken if warranted. If the discipline involves a written reprimand, suspension or discharge, the disciplinary notice must contain the following information:

- the nature of the misconduct,
- the type of discipline being applied,
- the corrective action required of the employee (except in the case of discharge),