

## DISCIPLINE

### 1. INTRODUCTION

#### (a) Scope of This Policy

The procedures outlined in this manual are intended to assist managers in carrying out disciplinary action. It does not deal with shortcomings in job performance that are beyond the control of employees but rather with wilful wrongdoing and culpable negligence in their conduct and behaviour. This introduction outlines the purpose of discipline and the legislative authority which governs its application. The following sections will provide explanations of the general policy and guidelines on procedures.

#### (b) The Purpose of Discipline

The purpose of discipline is to motivate employees toward the acceptance of those rules and/or standards of conduct which are desirable or necessary in achieving the goals and objectives of the organization. This purpose implies that disciplinary measures tend to be corrective in nature. The primary objective of discipline is to correct the behaviour of employees who deviate from accepted rules and/or standards established by management. However, when serious violations to the rules of conduct occur, it may be necessary for the employer to administer disciplinary measures which go beyond those of a corrective nature.

#### (c) Authority

In accordance with section 7(1)(f) of the Financial Administration Act, and, section 106 of the Public Service Terms and Conditions of Employment Regulations, the Under-Secretary of State for External Affairs is delegated the authority to establish standards of discipline for employees, and, to prescribe, impose, vary or rescind disciplinary measures, including financial penalty, suspension, and discharge, which may be applied for misconduct or breaches of discipline. Such disciplinary measures are not applicable in the case of incompetence and incapacity, which are subject to demotion or release action under section 31 of the Public Service Employment Act.

### 2. APPLICATION

This policy applies to all Canada-based employees in the Department of External Affairs who are appointed under the provisions of the Public Service Employment Act.