



Progressive Discipline Policy

Purpose:

The purpose of the progressive discipline policy is to provide all employees of Acres Enterprises Ltd. with an understanding of job expectations and the consequences of poor performance, and/or unwarranted or inappropriate behaviors or actions.

Progressive discipline is the process of taking progressively stricter action when an employee fails to correct problem(s) in their performance or behavior after being given reasonable time to do so.

Scope:

This policy applies to all employees of Acres Enterprises Ltd.

Policy:

Dependent on the frequency or severity of the situation, an employee will be given the opportunity to improve their performance, behaviors and/or actions. Dependent upon the specific situation, employees will proceed through four stages of progressive discipline:

1. Verbal warning and "Record of Discussion"
2. Written warning
3. Final Warning and Suspension (1-30 days without pay)
4. Termination/Dismissal

Acres Enterprises Ltd. may begin its disciplinary action at any of the four stages, mentioned above.

1. VERBAL WARNING and RECORD OF DISCUSSION

In many situations a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should be taken into consideration. The supervisor should document for their records that the conversation occurred, keeping in mind the significance of the impact of the act or omission, and the date and location. A copy of this record of discussion must be submitted to HR for the employee file.

Some examples of reasons for verbal warnings are: first time late arrival for scheduled shift, first incident of not following proper work policies and procedures, first incident of not wearing appropriate work attire.

2. WRITTEN WARNING

If the conduct addressed by a verbal warning is repeated or additional problems occur within 12 months of a verbal warning, the Acres supervisor will follow up with a written warning. If an incident is more serious than warrants a verbal warning, the supervisor can issue a written warning. The letter will describe the unacceptable performance or conduct, clarify expectations, and state that further disciplinary action will occur if repeated within 12 months. The employee will be provided with a copy of the written warning and another copy will be placed in the employee's file.

Some examples of reasons for written warnings are: Inappropriate or rude interaction with a customer or co-worker, being absent with no reasonable explanation, insubordination, or lack of adherence to Acres policies, procedures, and standards.

3.FINAL WRITTEN WARNING and SUSPENSION

If employee conduct addressed by the written warning is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning. This may also include an unpaid suspension of 1 – 30 days.

A single incident may also be severe enough to merit an immediate final warning and suspension without pay.

The supervisor will work in consultation with Human Resources prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination.

Some examples of reasons for a final written warning and suspension are: repeated lateness or unexcused absences; an incident of verbal abuse to customer, co-worker or management; or repetitive lack of adherence to policies and procedures, safety, appearance or service standards.

4.TERMINATION/DISMISSAL

Employment may be terminated based on the progressive discipline process within a 12-month period, should the performance not improve to expected levels, or based on the severity of a single incident.

Misconduct that involves dishonesty, violation of the law – theft, assault, etc., significant risks to Acres operations, or to the safety or well-being of oneself or others are grounds for immediate termination of employment.

The facts and circumstances of each case will determine what action, up to and including termination from employment, is appropriate.

Decisions to terminate employment should be made in consultation with the respective leadership and Human Resources.

Some examples of reasons for potential termination are physical or sexual assault, harassment, bullying, theft, and repeated unsuccessful disciplinary attempts.

Progressive Discipline Notice

Date: _____ Project: _____
 Employee Name: _____ Supervisor Name: _____

Check the appropriate box:

- ☐ First Notice (Verbal warning and "Record of Discussion")
☐ Second Notice (Written warning)
☐ Third Notice (Final Warning & Suspension (1-30 days without pay))
☐ Fourth Notice (Termination/Dismissal)

Details of performance issue(s):

Employee Commitment(s)

Employer Commitment(s)

A copy of this notice was hand delivered to the employee and HR by:

Supervisor: _____
 Date: _____

I have met with my supervisor, and I understand the performance concern. I will commit to improving my performance as agreed to above and I understand the consequences if I fail to do so.

Employee:

Date: