



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Progressive Discipline Policy

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|--|--|
| <b>Learner Name:</b>   |  |
| <b>Date Started:</b>   | <b>Date Completed:</b>   |
| <b>Successful Completion:</b> Yes ___ No ___   |  |
| <b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___   |  |
| <b>Task Description:</b><br>This task requires an employee to find and use information from a discipline policy.   |  |
| <b>Competency:</b><br>A: Find and Use Information<br>B: Communicate Ideas and Information  | <b>Task Group(s):</b><br>A1: Read continuous text<br>B2: Write continuous text |
| <b>Level Indicators:</b><br>A1.1: Read brief texts to locate specific details<br>A1.2: Reads texts to locate and connect ideas and information<br>A1.3: Read longer texts to connect, evaluate, and integrate ideas and information<br>B2.1 Write continuous text<br>B2.2 Write brief texts to convey simple ideas and factual information |  |
| <b>Performance Descriptors:</b> see chart on last page   |  |
| <b>Materials Required:</b> <ul style="list-style-type: none"><li>● Progressive Discipline Policy form (attached)</li><li>● Paper and pen</li><li>● Question and Answer Sheets (attached)</li></ul>   |  |



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Companies have Human Resource Policies that all employees need to read and understand. Look at the "Dempster Highway Trucking - Progressive Discipline Policy."

**Learner Information and Tasks:**

**Task 1:** Circle the name of the company.

**Task 2:** How many opportunities will each employee be given to correct unwanted behaviour?

**Task 3:** Who will investigate all violations?

**Task 4:** When an employee is placed on suspension with pay pending an investigation, name five items they must turn over to the company?

**Task 5:** What are the advantages of a progressive discipline policy for the employee?



## Dempster Highway Trucking

### Progressive Discipline Policy

#### Intent

Dempster Highway Trucking has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. D.H.T. has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of D.H.T. employees, property, and our business practices.

#### Guidelines

This policy addresses the following:

- A. The Progressive Discipline Process
- B. The Levels of Progressive Discipline
- C. Investigation and Documentations
- D. Suspension and Review Period
- E. Termination
- F. Suspension with Pay

#### A. Progressive Discipline Process

In the event that an employee of violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized.

Progressive Discipline can be issued on either: attendance, conduct, health & safety or performance concerns.

Employees will be given four opportunities to correct the unwanted behavior, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation.

Typically, progressive discipline will progress through the following steps:

1. Coaching - informal
2. Verbal Warning - formal
3. Written Warning - formal
4. Final Written Warning with Possible Suspension - formal
5. Termination

With each violation or apparent problem, the employee will be provided with a written document to: (1) alert them to the problem, provide a reiteration of the correct company policy regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of eighteen (18) months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.



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Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, Dempster Trucking Company reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

### B. Progressive Discipline Levels

This policy contains attached Progressive Discipline Levels. The table outlines the progressive discipline steps for common workplace issues. The chart provides clear examples of unacceptable offences and the resulting violation in general terms. The chart does not contain all offences and depending on the nature and severity of the offense D.H.T.. reserves the right to advance discipline to a higher level.

### C. Investigation and Documentation

All violations or alleged violations will be properly investigated and documented by a manager, and/or Human Resources. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

### D. Suspension and Review Period

During the final written warning, an employee may be suspended and/or put on review.

- Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties.
- Review: Employees may be put on a review period following the final written warning. The review period will last (insert number) months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

### E. Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment with D.H.T. may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

### F. Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Human Resources. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the employee feels the discipline is not warranted or appropriate.

Human Resources shall review and respond to all written appeals within ten (10) business days.



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### G. Suspension with Pay – Pending Investigation

In the event that an employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow D.H.T. to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, D.H.T. will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employee fails to make him/ herself available, D.H.T. will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a representative present at any such interview, and will be given 24 hours notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and identification and credit cards. Any and all D.H.T. property, business information, and confidential information are to remain at the worksite. In the event that any employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of D.H.T. he/she will be required to turn these items over to a D.H.T. representative, until such time as the investigation is completed.

D.H.T. employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

### Administration

If you have any questions or concerns about this policy or its related procedures please contact:

Sharren Reil, Human Resources Manager  
705 555-1643  
lcst@ntl.sympatico.ca  
www.dempsterhighwaytrucking.ca



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## Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Progressive Discipline Policy of Dempster Highway Trucking. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



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**Answer Key**

**Task 1:** The learner must circle the following: **Dempster Highway Trucking**

**Task 2:** The number of opportunities is **four**.

**Task 3:** All violations will be investigated by **the manager and/ or Human Resources**.

**Task 4:** The items that must be turned over are (must include five of the following) **office keys, access passes, identification, credit cards, and files or equipment at his or her residence**.

**Task 5:** Answers will vary, **but should mention that the levels of discipline give the employee a chance to change the unwanted behaviour**.



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| Performance Descriptors |   | Needs Work | Completes task with support from practitioner | Completes task independently |
|-------------------------|---|------------|---|------------------------------|
| <b>A1.1</b>             | <ul style="list-style-type: none"> <li>follow simple, straightforward instructional texts</li> </ul>                    |            |   |                              |
| <b>A1.2</b>             | <ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>                                      |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>                |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>reads more complex texts to locate a single piece of information</li> </ul>      |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>obtains information from detailed reading</li> </ul>                             |            |   |                              |
| <b>A1.3</b>             | <ul style="list-style-type: none"> <li>skims to get the gist of longer texts</li> </ul>                                 |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>infers meaning which is not explicit in texts</li> </ul>                         |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>obtains information from detailed reading</li> </ul>                             |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>identifies sources, evaluates and integrates information</li> </ul>              |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>uses organizational features, such as headings, to locate information</li> </ul> |            |   |                              |
| <b>B2.1</b>             | <ul style="list-style-type: none"> <li>conveys simple ideas and factual information</li> </ul>                          |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>uses sentence structure, upper and lower case and basic punctuation</li> </ul>   |            |   |                              |
| <b>B2.2</b>             | <ul style="list-style-type: none"> <li>writes texts to explain and describe</li> </ul>                                  |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>begins to organize writing to communicate effectively</li> </ul>                 |            |   |                              |



