

<b>TITLE: RULES OF CONDUCT</b>	<b>SECTION: HUMAN RESOURCES</b>
<b>DATE:</b> March 10, 1999	<b>POLICY NO.:</b> KDSB-HR-I-04
<b>APPROVED BY:</b> By-Law 1999-01	<b>REVISED:</b>

**POLICY STATEMENT**

It is the policy of the Corporation to insure that disciplinary actions taken against an employee is fair, equitable and consistent without regard to race, religion age, sex or natural origin.

It is the duty of employees to comply with and to assist in carrying out the provisions of the rules and regulations of the Corporation. It is the duty of all supervisors to promptly discuss improper or inadequate performance with the employees so as to correct deficiencies and avoid disciplinary actions wherever possible.

**PROCEDURE**

1. **Grounds For Action**

Discipline shall be, when circumstances permit, of an increasingly progressive nature for each successive instance of employee misconduct. Each level of progressive discipline shall be fully documented in the employee's personnel record.

In recognition of the fact that each instance of misconduct differs in some respect, the Corporation has the right to treat each occurrence individually without setting a precedent for future cases.

The following grounds for action are not to be a limitation on the retained management rights of the Corporation, but are to be used as a guide. The recommended penalties may be modified by the appropriate Corporate official to include a lesser or more severe penalty when extenuating circumstances are found.

(1) **Group I Offences**

- First Offense - Oral or Written Reprimand
- Second Offense - One (1) Day Suspension
- Third Offense - Five (5) Days' Suspension
- Fourth Offense - Discharge

The following groups of offences are declared to be grounds for oral reprimand, written reprimand, suspension or dismissal:

- (i) failure to work overtime, special hours or special shifts, after being scheduled or assigned according to overtime policies;
- (ii) quitting work, wasting time, loitering or leaving assigned work area during working hours without permission;
- (iii) discourtesy to persons with whom the employee comes in contact with while in the performance of his/her duties;
- (iv) failure to report an absence or unavoidable late arrival at work to the supervisor;
- (v) taking more than specified time for meals or work breaks;
- (vi) productivity or workmanship not up to required standards of performance;
- (vii) tardiness - (guide: three (3) times in a thirty (30) day period or six (6) times in any ninety (90) day period);
- (viii) chronic absenteeism - (guide: three (3) times in a thirty (30) day period or six (6) times in any ninety (90) day period);

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(1) **Group I Offences** - Continued

- (ix absent without permission or leave (AWOL);
- (x violating a safety rule or safety practice;
- (xi reporting for work or working while unfit for duty, either mentally or physically;
- (xii engaging in 'horseplay', scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, catcalls, demonstrations on the job or similar types of disorderly conduct.

(2) **Group II Offences**

- First Offense - Written Reprimand and Two (2) Days' Suspension
- Second Offense - Discharge

The following group of offences are declared to be grounds for written reprimand, suspension or discharge:

- (i threatening, intimidating, coercing or interfering with fellow employees or supervision at any time, including the use of abusive language;
- (ii reporting to work under the influence of alcohol or drugs;
- (iii carelessness which results in injury to other persons or damage to materials, equipment, tools or property;
- (iv unauthorized posting or removal of any matter on Corporation bulletin boards or property at any time;
- (v failure to report an accident or personal injury in which the employee was involved while on the job;
- (vi abuse of sick leave privileges or falsification of any leave records;
- (vii unauthorized use of Corporation vehicles, equipment or materials;
- (viii driving a Corporation vehicle without a valid Ontario driver's license or failure to report the loss or suspension of a driver's license if the employee is required to drive as part of his/her job duties.

(3) **Group III Offences**

- First Offense - Discharge

The following group of offences are declared to be grounds for discharge:

- (i willful neglect in the performance of assigned duties;
- (ii deliberate misuse, damage or destruction of Corporation equipment or property or the property of any employee;

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(3) **Group III Offenses** - Continued

- (iii) falsification of personal or Corporation records including employment applications, accident reports, work records, purchase orders, time sheets or any other report, record or application;
- (iv) making false claims or misrepresentation in an attempt to obtain accident benefits, workers' compensation or other compensation payments for themselves or others;
- (v) insubordination by the refusal to perform work assigned, or to comply with written or verbal instructions of the supervisor.
- (vi) theft or removal of any Corporation or employee property, equipment or material without proper authorization;
- (vii) immoral, unlawful or improper conduct or indecency, including sexual harassment, either on or off the job, which would affect the employee's relationship to his/her fellow workers or the Corporation's public image in a negative manner;
- (viii) the sale of alcohol or narcotics while on duty;
- (ix) being absent from duty for a period of three (3) consecutive working days without proper notification;
- (x) failure to return from an authorized leave of absence within three (3) working days from the scheduled date of return.
- (xi) being in possession of intoxicating beverages or narcotics while on duty.
- (xii) provoking or instigating a fight or participation in a fight during working hours.
- (xiii) sleeping during working hours.