



CITY POLICY

SECTION: HUMAN RESOURCES

NO: HR – HS - 07

REFERENCE: HEALTH AND SAFETY

**Date:
Dec 5, 2017**

**Next Review Date:
December, 2019**

TITLE: DISCIPLINE - SAFETY

1. 0 POLICY STATEMENT

To provide a fair and consistent approach to dealing with employees who's conduct, behaviour and/or performance falls below acceptable safety standards or regulatory requirements.

Addressing disciplinary issues can be a very sensitive and stressful process for most managers, supervisors and employees. However, if disciplinary issues are avoided or handled poorly, it can lead to serious consequences such as injury, property damage or fatality.

Employees whose conduct, behaviour and/or performance falls below acceptable safety standards or does not meet regulatory requirements will be subject to corrective action.

2.0 GUIDELINES

- 2.1 Where disciplinary action is deemed to be appropriate, it shall be conducted in timely manner.
- 2.2 Discipline shall be kept as positive as possible and not used in a punitive or negative way. The goal is to correct the problem, action, or behaviour of the person.
- 2.3 The type of discipline shall fit the severity of the misconduct and shall be conducted in private.

- 2.4 If discipline is warranted a system of progressive discipline will be applied, with the expectation that the employees' performance, behaviour or conduct will change to acceptable standards in the early stages of progressive discipline.
- 2.5 However, should there be a serious infraction; the City retains the right to bypass the progressive discipline steps and apply an appropriate disciplinary sanction, up to and including termination.
- 2.6 This policy aligns with the HR-DI-01 City of Dryden Discipline Policy.

3.0 GROUNDS FOR DISCIPLINE

- 3.1 Engaging in conduct that endangers oneself or fellow employees.
- 3.2 Possessing, using or being under the influence of intoxicants or narcotics while at work or on City property.
- 3.3 Cumulative behaviours. Unrelated incidents of unsafe work behaviours or performance may be enough to establish a pattern of performance and behavioural problems which need not be treated independently.
- 3.4 Employees who alter or circumvent (by any means or methods) safety devices on equipment.
- 3.5 Employees who are aware of and fail to report the malfunction or deliberate circumvention of devices designed for safety.
- 3.6 Employees who are aware of and fail to report any contraventions of the Occupational Health & Safety Act.

(Procedure as per City of Dryden Disciplinary Policy HR-DI-01)

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review/Amendment Date:	April 27, 2011	Approved by:	H & Safety Coordinator
Review/Amendment Date:	Dec 19, 2017	Approved by:	CAO
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