

CBSC Discipline Policy

The Crescent Beach Swimming Club has adopted a policy of progressive discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. CBSC and its Programs have 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 CBSC employees, property, and our organization's practices.

Scope

This policy applies to all employees that work for CBSC.

This policy addresses the following:

- The Progressive Discipline Process
- The Levels of Progressive Discipline
- Investigation and Documentations
- Suspension and Review Period
- Termination
- Suspension with Pay

Progressive Discipline Process

In the event that an employee of CBSC violates organization or program policies or exhibits problematic behavior, a system of progressive discipline shall be utilized.

Progressive Discipline can be conducted for matters related to: 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

For each violation or issue that requires formal warning, the employee will be provided with a written document to: (1) alert them to the issue and provide information about the nature of the issue or policy/rules 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 the duration of employment and archived for seven years thereafter.

Degrees of discipline shall be based on the nature of the issue. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, CBSC reserves the right to skip the five-step disciplinary process and move straight to termination where necessary.

Progressive Discipline Levels

Each Program (Swimming, Sailing, Tennis, Office and Lifeguard) will have a list of examples of unacceptable behavior and policy/rules violations. These lists will not be exhaustive but will aim to provide a guideline as to the types of behaviours and actions that may warrant disciplinary action. These lists will be distributed to all employees. Depending on the nature and severity of the offense, CBSC reserves the right to advance discipline to a higher level.

Investigation and Documentation

All violations or alleged violations will be properly investigated and documented by the Program's Head Coach and/or the Program Chair. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

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 (for investigation) following the final written warning. The review period may last up to seven days. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment with CBSC 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.

Appeals

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

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

Board of Directors shall review and respond to all written appeals within ten (10) business days.

Suspension with Pay – Pending Investigation

In the event that a CBSC 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 CBSC to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, CBSC 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, CBSC will proceed with the investigation and make a determination based on the information available.

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

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