



Disciplinary Action

Should any employee conduct themselves in violation of PISE's expectations, the following progressive discipline measures will be taken:

Step #1 – Verbal Warning

The first time an employee displays inappropriate conduct (that is not deemed cause for immediate termination or more severe discipline); the Supervisor will discuss the expectation surrounding the area of concern with the employee. The Supervisor will then document that they had a conversation with the employee about these concerns and it will be placed in the employee's file.

Step #2 – Written Warning

If the employee fails to show the desired improvement after the initial verbal warning a Written Warning will be issued as part of a discussion detailing the area of concern and requirements for improvement. The Written Warning will be placed in the employee's file.

Step #3 – Follow Up

The Follow Up meeting is with the supervisor is to check in and offer feedback. If the behaviour from the Written Warning has not changed, then a Note to File will be completed. A Note to File document clarifies in more detail expectations and outlines steps to correct behavior with timeline and the consequences for the employee if there is another incident, or a continued lack of improvement.

Step #4 – Termination of Employment

If an employee does not comply with the required changes indicated at Step 3, employment will be terminated with cause.

If you see any staff member acting inappropriately in the work place or have concerns about their performance, please contact the Human Resources Coordinator. Reporting of any incidents will be kept anonymous and treated with discretion. If any disciplinary action is deemed necessary, the appropriate PISE staff members and/authorities will be contacted.