

## **POLICY 21/97-11**

### **TITLE: Disciplinary Action**

The success of this Safety Program requires the commitment, involvement and cooperation of people at all levels of the municipality.

Disciplinary action will be taken against all employees who do not abide by the policies set out in this safety manual and rules and regulations set out in the Occupational Health and Safety Act.

1. When an employee has broken a safety rule, he will receive a verbal reprimand by his supervisor.
2. If a second infraction occurs, it shall be reported to the Chief Administrative Officer, who shall give the reprimand in letter form to the employee and a copy will be filed in the employee's personnel file.

The employee will acknowledge the written warning with a signature at the bottom of the warning, acknowledging that he/she has read the contents of the letter and realizes the consequences of further infractions. This will be retained in the employee's personnel file.

3. If a third infraction occurs, it shall be reported to the Chief Administrative Officer, who may suspend the employee without pay, have it duly recorded in the employee's personnel file and advise the Personnel Committee of the action taken. The discipline action will be set by the Chief Administrative Officer at the time and date deemed appropriate by the Chief Administrative Officer.
4. All disciplines, grievances and appeals shall be regulated by the Personnel Policy and Procedures Manual, Article 14.

\*\*\* Safety infractions will count towards disciplinary action for two years and will be retained in the personnel file.