

POLICY REGARDING DISCIPLINARY ACTION

1. PURPOSE

The purpose of this Policy is to provide guidelines of what is considered acceptable and unacceptable conduct and behavior, and to provide for disciplinary action for employees when these guidelines are not adhered to.

2. GENERAL GUIDELINES

Employees of the Village are responsible for adhering to the rules of conduct that are normally accepted as standard in a business or government enterprise.

1. APPROPRIATE CONDUCT AND BEHAVIOR INCLUDES BUT IS NOT LIMITED TO:

- Adherence to published policies, practices and procedures;
- Competent performance of all job duties assigned;
- Courtesy to and respect for co-workers, ratepayers, suppliers, or any other person who deals with the Village in the conduct of its' business;
- Wearing proper attire during working hours, appropriate to the job performed;
- Employees must not engage in, or condone behaviour which causes unnecessary mental or physical distress or loss of dignity, privacy or autonomy to a ratepayer, the general public, suppliers or other employees.

Those who in good faith, report concerns of inappropriate or unacceptable conduct or behavior will be protected by the Village of Milo.

2. INAPPROPRIATE CONDUCT AND BEHAVIOR INCLUDES BUT IS NOT LIMITED TO:

- Loitering or loafing;
- Leaving work early without permission
- Using obscene or abusive language
- Spreading malicious gossip or rumors;
- Creating or contributing to unsanitary conditions;
- Poor or careless work;
- Excessive personal use of telephones; cellphones or computer facilities.

3. UNACCEPTABLE CONDUCT OR BEHAVIOR INCLUDES BUT IS NOT LIMITED:

- Harassing, threatening, intimidating or coercing any person anytime;
- Reporting to work while under the influence of alcohol, non-prescribed drugs, or prohibited substances;
- Perceived inappropriate comments directed at and individual related to the person's sex, sexual orientation, racial background, religion, or physical ability;

- Possession of guns, weapons, or explosives except specifically authorized relation to an employee's duties;
- Unsafe driving of Village of Milo vehicles;
- Theft, pilfering, and/or falsification of Village of Milo records;
- Threat of/or actual physical contact of any kind when there is a perception of physical violence;
- Sexual harassment of any kind including remarks or jokes causing embarrassment or offence, unwelcome solicitation or advance, suggestive of obscene comment or gestures, leering or physical touching, the display of sexually suggestive material, etc.
- Fighting;
- Not adhering to any written procedure, policy or bylaw of the Village or the laws of any other jurisdiction including federal and provincial legislation.

3. DISCIPLINARY ACTION MAY CONSIST OF THE FOLLOWING, DEPENDENT UPON THE NATURE OF THE MISCONDUCT IN QUESTION AND THE EMPLOYEE'S PAST RECORD OF CONDUCT:

- Verbal Warning
- Written Warning
- Suspension of Duties
- Termination

Suspension of duties or termination will be communicated in writing to the employee.

Allegations of misconduct or harassment against an employee will be dealt with by the CAO, unless the employee in question is the CAO.

Allegations of misconduct or harassment against the CAO will be dealt with by Council.

Upon receipt of a complaint by either the CAO or the Council, the individuals designated to deal with the complaint will speak to the individuals deemed responsible, directly identifying the problem, and seeking to resolve the concern.

If future action is required a formal inquiry to validate the complaint and appropriately deal with the issue will be initiated.

Need for further action or more stringent measures will be assessed and applied immediately or as soon as possible, taking into account the seriousness of the violation, as well as any failure to cooperate in any investigation in relation to any violation.

Vexatious or frivolous accusations of inappropriate or unacceptable behavior are considered another form of inappropriate interaction.