

Preamble:

To ensure that discipline is used in a consistent fashion as a remedial tool to assist Pride Winnipeg Festival managing members and volunteers in the improvement of their work performance.

Policy Statement:

Discipline is a managerial action designed to correct or deter unacceptable conduct in the workplace. It is used as a tool to provide a managing member or volunteer an opportunity to change their behavior.

Procedures:

1. The administration of discipline shall be conducted in a fair, consistent and progressive fashion.
2. Progressive notice for managing members is comprised of the following steps which are recommended to be followed in sequential fashion when applicable:
 - Step #1: Verbal warning and coaching provided by the direct supervisor of the managing member. Written notice of reason for discipline and next steps is provided.
 - Step #2: Written warning and training provided by the direct supervisor of the managing member and the Human Resources Director. Letter outlining reasons for continued disciplinary action and notice of possible suspension is provided.
 - Step #3: Suspension from all or part of their area of responsibility determined by the direct supervisor of the managing member, the Human Resources Director and the supervising Vice-President. Notice outlining reasons for suspension and potential for termination is provided.
 - Step #4: Discharge/Termination voted by the responsible body. The termination meeting is conducted by the Human Resource Director and the President.
3. In the event of illegal, neglectful, inappropriate or any other behaviour that may negatively impact the reputation of Pride Winnipeg Festival by a managing member, the President, in consultation with the direct supervisor, the Executive and the Human Resources Director, may immediately implement step #3. Alternative forms of action and/or discipline may be appropriate depending on the facts of the situation (e.g. counseling, demotion, etc.)
4. Progressive notice for event volunteers is comprised of the following steps which are to be followed in sequential fashion:
 - Step #1: Verbal warning and coaching conducted by the direct supervisor of the volunteer.
 - Step #2: Relieving the volunteer of their duties conducted by the direct supervisor of the volunteer.
5. Supervisors shall initiate disciplinary action when a managing member or volunteer:
 - 3.1 Violates the Volunteer Code of Conduct, Managing Member Standard of Behaviour, and/or any other policies, procedures or rules established by the organization.
 - 3.2 Compromises the safety of themselves or others.
 - 3.3 Commits any illegal behaviour or any other behaviour that may be deemed insubordinate, unethical or inappropriate by a reasonable observer.
 - 3.4 Does not meet established performance standards and coaching/counseling has not been effective.

6. When issues arise that warrant potential discipline of a managing member, the supervisor will prepare a written summary of the issues and consult the Human Resources Director whether discipline is appropriate.
7. If the supervisor and the Human Resources Director agree to proceed with disciplinary action, a meeting will be held with the managing member to discuss the nature of the offense, discipline imposed, correction expected, and consequences of non-compliance at each step of the process. A summary of what was discussed at the meeting will also be provided in writing. The managing member may be provided the opportunity to have an individual available for support, however the support person shall not participate in the meeting.
8. All written documentation pertaining to discipline that is shared with the managing member shall be forwarded to the managing member’s personnel file. Investigation notes do not form part of the managing member’s file and are to be kept separately. A report of the disciplinary action taken for event volunteers must be filed by the supervisor with the Human Resources Director within 2 days of the event.
9. When termination of a managing member is contemplated, the process as outlined in Pride Winnipeg Festival Inc.'s By-Laws, Article X shall be followed for Board Members.

VERSION	APPROVED BY COM	APPROVED BY BOD
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