

Progressive Discipline Policy

The purpose of this policy is to clearly explain management practices regarding the discipline of staff.



Preamble

The first goal of this policy is to clarify for the whole of the Staff and board of directors what constitutes appropriate measures for voicing concern and criticism of an individual's performance in their respective position. The second goal is to provide clear direction for the entire Staff to understand the repercussions of not performing their role as expected. The third goal of this policy is to detail how Staff may be given constructive criticism regarding their performance in their assigned role and to receive instructions so as to improve their performance and retain their employment. The fourth and final goal of this policy is to state what constitutes an appropriate course of action leading to dismissal of an employee. Dismissal is always a last resort, but it is sometimes necessary and at that time must be done in a just manner.

In matters where providing constructive criticism/progressive discipline to the Staff becomes necessary, the following measures are to be followed:

1. Verbal notice is to be given to the individual, clearly stating how the behaviour was problematic, what would have been the proper manner with which to handle the situation, and what actions are needed to remedy the situation. The Senior Staff/board member giving the notice is to keep personal notes of the events and communications regarding the situation.

(ie: yelling at campers, imparting inappropriate information with campers, being disrespectful of Staff, etc...)

2. Should said Staff person continue the behaviour and not act in accordance with the given remedy, or the initial offence is grave but not requiring immediate expulsion, written notice is to be given with clear explanation of how to improve, an opportunity to discuss details, time to learn expected changes and clear outlining of consequences for failure to improve. The Senior Staff/board person is to continue to keep notes of the interactions.

(ie: sexual harassment of other Staff members, night swimming)

3. Should the needed changes not take place, or a greater offence occur and a dismissal was stated as the outcome of said continued behaviour, the Senior Staff/board member shall contact 2 other members of Staff/board/spiritual advisor to inform them of the reason for dismissal and

outline the steps taken to remedy the situation. If there is any conflict regarding the pending dismissal amongst Senior Staff/board members involved so far, they may consult with a spiritual advisor. Should dismissal still be the necessary outcome, or there was no questioning of the decision to dismiss, notice of dismissal shall be given in writing to the "offending staff person", clearly stating the reasons for dismissal, remedy suggested and how the remedy was not implemented. If the initial violation clearly breaks a major camp rule, dismissal may be given immediately.

(Eg: witnessed and unquestioned hitting of campers, doing drugs on property, etc...)

Should this procedure be required for Junior Staff, it is to be handled by an involved Senior Staff member. Should this procedure be required for Senior Staff, it is to be directed by all other Senior Staff members involved and the board member to whom Senior Staff report. Should there be discrepancies in proceedings or a challenge made to decision, a grievance may be posed, pending acceptance of a majority of the conflict resolution committee. Should the grievance be clearly unfounded and the progressive discipline policy was clearly followed properly, the Unicamp Conflict Resolution Committee may dismiss the grievance.