



# GRANDE PRAIRIE REGIONAL **SPORT CONNECTION**

Policy Title: Progressive Discipline	Policy Number: 05
Approval Date: December 16, 2025	Review Due Date: December 2026

## POLICY STATEMENT

Grande Prairie Regional Sport Connection has adopted a policy of progressive discipline to ensure that employees can correct any performance or behavioural problems that may arise. Grande Prairie Regional Sport Connection has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees but in consideration of their safety and the overall protection of Grande Prairie Regional Sport Connection employees, property, and business practices.

### 5.1 Progressive Discipline Process

- a) If an employee of GPRSC violates policy or exhibits problematic behaviour, a system of progressive discipline shall be used. Progressive discipline can be issued on any of: attendance, conduct, health and safety, or performance concerns.
- b) Grande Prairie Regional Sport Connection (GPRSC) is committed to providing employees with escalating opportunities to correct unacceptable performance or behavioural issues. The typical progressive discipline path involves multiple steps before termination, unless the behaviour or concern is of a severe nature, in which case the process may be accelerated to match the violation (see section 5.1e).

Typically, discipline will progress through the following steps:

- Verbal Warning (Documented): A meeting held between the employee and management to address the violation, clarify the expected policy or standard, and outline a plan for immediate improvement. A formal record of this discussion will be placed in the employee's personnel file.
- Written Warning (Formal): Issued when a Verbal Warning has failed to achieve the necessary change, or for a more serious first infraction. This written document details the violation, provides a clear timeline for correction, and requires the employee's signature of

acknowledgement.

- Final Written Warning and Disciplinary Suspension: This is the final step prior to termination. This warning may include a mandatory unpaid suspension of one to three (1–3) days, depending on the severity of the violation and GPRSC operational needs. This warning places the employee on a formal Review Period (see section 5.3) and clearly states that any subsequent policy violation or failure to meet required standards will result in the immediate termination of employment.
- Termination of Employment: The final stage of the progressive discipline process, resulting in the ending of employment with GPRSC.

c) With each violation or apparent problem, the employee will be provided information to: (1) alert them to the problem and reiterate the correct company policy regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide direction towards a method of improvement.

d) All formal warnings will be kept active for a period of eighteen (18) months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

e) Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, GPRSC reserves the absolute right to skip the two-step disciplinary process and move straight to termination where necessary.

## 5.2 Investigation and Documentation

a) All violations or alleged violations will be properly investigated and documented by the Board Chair, HR Committee or their designated representative. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

## 5.3 Suspension and Review Period

a) During the final written warning, an employee may be suspended or put on review.

- Depending on the nature of the violation, the employee may be excluded without pay from the workplace for a period of one to three (1–3) days. This suspension is a formal, punitive action, unless the employee is critically required at work to complete projects or perform required duties, in which case the Review Period will commence immediately without suspension.
- A formal six (6) month Review Period will commence immediately. During this period, the employee will be expected to demonstrate immediate and continuous improvement. As a consequence of the disciplinary action, the employee will be excluded from all wage increases and advancement opportunities and all vacation or leave requests must be explicitly approved by the direct supervisor and/or the HR Committee.

#### 5.4 Termination of Employment

- a) The final stage of progressive discipline is termination of employment. Termination of employment with GPRSC may occur following an employee's committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

#### 5.5 Suspension with Pay, Pending Investigation

- a) If an employee of GPRSC is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that predicated the decision.
- b) This form of suspension is not disciplinary but is intended to allow GPRSC to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, GPRSC will reserve the right to extend the suspension as necessary.
- c) During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he or she is available for interviews during this period. If the suspended employee fails to make himself or herself available, GPRSC will proceed with the investigation and make a determination based on the information available.

- d) The suspended employee will have the right to have a colleague or other non-legal advisor present at any such interview and will be given 24 hours' notice prior to any interviews taking place.
- e) As the suspended employee will be suspended with full pay, he or she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he or she must submit a request and be granted approved leave.
- f) Any Grande Prairie Regional Sport Connection employee who is placed on suspension with pay will be required to temporarily turn over his or her office keys, access passes, and GPRSC identification and credit cards. Any and all Grande Prairie Regional Sport Connection property, business information, and confidential information are to remain at the worksite. If any GPRSC employee placed on suspension with pay maintains any files or equipment at his or her residence which are the property of Grande Prairie Regional Sport Connection, he or she must turn these items over to a representative of GPRSC until such time as the investigation is completed.
- g) Grande Prairie Regional Sport Connection employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.