



**Procedure Statement:**

This procedure is intended to provide supervisors with a fair method to resolve difficulties they have with employee performance and thereby maintain and support a respectful work environment.

**Definitions:**

Harm - physical or other injury or damage

Just cause - The following constitute “just cause” for termination: unsuccessful resolution of unacceptable conduct by means of progressive discipline, serious misconduct, breach of duty, incompetence or conduct incompatible with duties or prejudicial to The Flower Cart’s business, willful disobedience to a supervisor’s lawful instruction in a matter of substance, dishonesty, conflict of interest. Just cause may include illegal behavior, e.g., assault, harassment, theft, fraud. In determining just cause the parameters of seriousness, willfulness, and past behavior of The Flower Cart and its supervisor(s), e.g., consistency applying rules, must be considered.

Unacceptable conduct - Behaviour which creates a reasonable apprehension that the employee may cause harm to him or herself, others, including participants and clients and fellow employees, The Flower Cart, and The Flower Cart’s reputation.

**Procedure:**

Normally when an employee demonstrates unacceptable conduct a progressive discipline approach to the employee’s behaviour is used. The order and description of the steps in the progressive discipline approach are:

- a) A closed door interview occurs with the Executive Director and immediate supervisor identifying the unacceptable conduct and discussing an acceptable resolution, notes are taken by the Executive Director, or immediate supervisor, on the discussion and all present are asked to sign the notes acknowledging the content of the discussions and hopefully, the resolution agreed to, and after being signed by all in attendance at the interview the notes are entered into the employee’s Personnel file;  
Note: when an employee is supervised by the Executive Director and is the subject of progressive disciplinary action the Executive Director decides whether or not the Chairperson of the Board of Directors, or designate, is made aware of the disciplinary action.
- b) On second occurrence of the unacceptable conduct, an interview occurs with the Executive Director, the immediate supervisor, and the employee. The Executive Director presents a written reminder concerning the unacceptable conduct with a specified time frame for resolution. The consequences of continued unacceptable conduct are explained and written. All in attendance at the interview sign the written reminder and it is entered into the Personnel file. A copy of the written reminder is given to the employee.
- c) A further occurrence of the unacceptable conduct results in suspension without pay (length of suspension to be decided by the Executive Director). Prior to returning to work the employee submits a written commitment to correcting the unacceptable conduct that includes a clear explanation of how the unacceptable conduct will be corrected. Copies of documentation related to the suspension including the employee’s written commitment to correcting the unacceptable conduct are entered into the employees Personnel file.
- d) If the employee fails to correct his/her unacceptable conduct termination of employment for just cause may occur.

The Executive Director may terminate the employee for just cause.

- a) In the event of unacceptable conduct of such a serious nature that it is judged by the Executive Director to be potentially just cause for immediate termination:



The employee may not return to the workplace until such time as the Executive Director has met with the employee to determine whether reinstating the employee constitutes an unreasonable risk for participant(s)/client(s), an employee(s), or The Flower Cart.

**Related Information:**

180 Termination

**Contact:**

Human Resources Department

**Roles and Responsibilities:**

Executive Director or designate

- Interview employees who demonstrated unacceptable conduct
- May consult with a lawyer
- Determines if the employee is terminated/suspended/otherwise disciplined

**Revision History:**

January 2006