



Progressive Discipline

SEC expects all employees to be positive and productive staff members consistent with Policy E.5.A, Respectful Workplaces. Should employees fail to meet this expectation, SEC will take appropriate action, with supports, to modify and correct employee behaviour.

This corrective approach is based upon a model of progressive discipline. The fundamental purpose of this model is to create and maintain a productive and responsive workforce. Progressive discipline focuses on rehabilitating employees by deterring them from repeating past problem behaviours.

Where an employee violates SEC policies, acts in an insubordinate manner, or commits an offense warranting disciplinary action, the Director/Principal, Director of Operations or designate shall begin progressive disciplinary action.

Adoption Date: August 21/12	Revision Date: December 14, 2017
-----------------------------	----------------------------------