

Progressive Discipline Policy



Progressive discipline works best against workers who commit repeat offenses over a period of time, as opposed to serious offences that warrant the imposition of immediate termination. So it's ideally suited for employees on leave who don't return repeated calls from their supervisors or other organization contact.

If your employees belong to a union, you might have to negotiate the terms of the progressive discipline policy as part of the collective agreement. If employees aren't unionized or if you can keep progressive discipline out of the collective agreement, create a progressive discipline policy like this Model Policy and include it in your employee manual.

HR managers in any part of the country can adapt this Model Policy for use at their own workplace.