Progressive Discipline Policy

HiFlex Physio

Purpose

To establish rules pertaining to employee conduct. performance. and responsibilities so that all personnel can conduct themselves according to certain rules of good behaviour and good conduct.

The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our customers.

Reasonable rules concerning personal conduct of employees are necessary if the facility is to function safely and effectively. You will be kept informed of rules and changes to those rules by your Centre Manager.

HiFlex Physio believes that you want to, and will, do a good job if you know what is required to perform your job properly. Your Centre Manager is responsible for ensurin that you know what is expected of you in your job. Further, it is HiFlex Physio policy that employees are given ample opportunity to improve in their job performance.

Policy

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:

- Ho many different offences are involved.
- The seriousness of the offence.
- The time interval and employee response to prior disciplinary actions(s)
- Previous work history of the employee.

Exceptions

For serious offences, such as fighting, theft, insubordination, threats of violence, the sale or posession of drugs or abuse of alcohol on company property, etc. termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of HiFlex Physio after investigation and analysis of the total situation, past practice, and circumstances.

In general, several oral warnings should, at the next infraction, be followed by a written warning, followed at the next infraction by discharge. This is expecially true in those cases where the time interval between offences is short and the employee demonstrates a poor desire to improve his/her performance.