

## **Turner Valley Golf Club**

### **Progressive Discipline Policy**

#### **Intent**

Turner Valley Golf Club has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioural problems that may arise. We have 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 rather they are in consideration of their safety, and the overall protection of our employees, property, and our business practices.

#### **Policy**

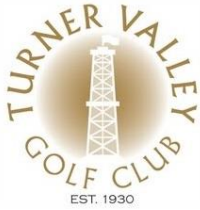
In the event that an employee of Turner Valley Golf Club violates company policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized. Progressive Discipline can be issued on either: attendance, conduct, health & safety or performance concerns.

Employees will be given four (4) opportunities to correct the unwanted behaviour, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

1. Coaching
2. Verbal Warning
3. Written Warning
4. Final Written Warning with Possible Suspension
5. Termination

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

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



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set of progressive disciplinary actions. 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,

Turner Valley Golf Club reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

### **Suspensions**

At Turner Valley Golf Club there are two kinds of suspension:

- Suspension with review; and
- Suspension pending investigation.

#### Suspension with Review

A Final Written Warning may be accompanied by a suspension with review. This is the final opportunity for an employee to correct problematic behaviour. Typically a suspension with review follows after the employee has gone through each step of progressive discipline, but can be administered depending on the seriousness of the infraction.

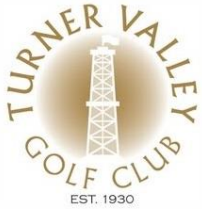
Employees put on suspension with review will be excluded without pay from the workplace for a period of one (1) to three (3) days depending on the violation. In addition, employees will be put on a review period following the final written warning. This review period will involve frequent and regular performance evaluations to ensure that the employee is attempting to correct the issue. The review period will last six (6) months. During the review period the employee will be excluded from wage increases and advancement and shall not be allowed to receive vacation unless required to by relevant employment standards.

#### Suspension Pending Investigation

A suspension pending investigation is not disciplinary, but is intended to allow Turner Valley Golf Club to examine a serious issue thoroughly and to determine appropriate action.

Employees placed on suspension pending an investigation are required to:

- Not have contact with anyone from Turner Valley Golf Club other than a specifically designated point of contact;



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- Temporarily turn over their office keys, access passes and company identification and credit cards.
- Leave any and all Turner Valley Golf Club property, equipment, information, etc. on Turner Valley Golf Club premises.
- Any Turner Valley Golf Club property, equipment or information at the employee's residence must be turned over to Turner Valley Golf Club until such time as the investigation is completed.

In the event that an employee is placed on a 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. During the course of the investigation, the suspended employee will be given an opportunity to respond to the allegations. Should the investigation not be completed during the stated timeline, Turner Valley Golf Club reserves the right to extend the suspension, as necessary.

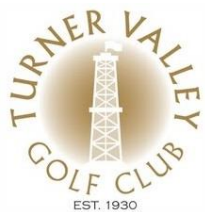
As the suspended employee will be suspended without pay. The suspended employee will have the right to legal representation, or a Turner Valley Golf Club representative present at any such interview, and will be given twenty four (24) hours' notice prior to any interviews taking place. Should the suspended employee need to leave town or be otherwise unavailable for interviews, they must submit a request and be granted approved leave. If the suspended employee fails to be available, we will proceed with the investigation and make a determination based on the information available.

### **Termination of Employment**

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

### **Performance Improvement Plans**

Upon the issuance of a verbal warning or higher step of progressive discipline, Turner Valley Golf Club may place the employee on a performance improvement plan. The Performance Improvement Plan incorporates a review period which will involve frequent and regular performance evaluations to ensure that the employee is attempting to correct the issue. The plan will typically be put in place for a period of three (3) months, but can be in place for up to six (6) months.



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During the review period the employee will be excluded from wage increases and advancement and shall not be allowed to receive vacation unless required to by relevant employment standards.

### **Appeals**

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Human Resources. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the employee feels the discipline is not warranted or appropriate.