

CAMJ Progressive Discipline Policy

PURPOSE

To enforce compliance with Laboratory rules and University Policy CAMJ is adopting a progressive discipline policy.

WHAT IT IS:

Progressive discipline is a system that tracks violations of rules and/or policy and takes progressively stronger action for each additional violation. In this system repeat offenders are subject to stronger penalties while first time offenders are granted more leniency.

PROGRESSIVE DISCIPLINE POLICY

OFFENCES WITH NO IMMEDIATE THREAT TO HEALTH OR SAFETY:

1. A verbal warning is issued by the Lab Manager and the offender's supervisor is informed.
2. A written warning is given to the offender and a copy is sent to their supervisor.
3. Lab Privileges are suspended and the offender is required to re-complete training modules relating to any and all offences. Offender has no access to lab until updated training records are submitted to the Lab Manager.
4. Lab Privileges are suspended and the Associate Dean's office is contacted to investigate for non-academic discipline. Offender has no access to Lab until Associate Dean completes investigation and gives ruling.

OFFENCES WITH IMMEDIATE THREAT TO HEALTH OR SAFETY:

1. Lab Privileges are suspended and the Associate Dean's office is contacted to investigate for non-academic discipline. Offender has no access to Lab until Associate Dean completes investigation and gives ruling.

Offences are cumulative and discipline will proceed based on the number of violations, not the repetition of a specific violation.

All issued warnings (verbal and written) will be documented and the record of the warning will be kept by the Lab Manager. Offences are kept on file for 1 years. In the event that the Dean's office must be contacted the records of verbal and written warnings will be submitted to the Dean's office for their investigation.

For any questions contact your Lab Manager.