

PROGRESSIVE DISCIPLINE POLICY

Faith Mission Christian Church maintains within its Bylaws the necessity of discipline in Article 8, Section 6: Discipline. Sub-section B states that 'every reasonable measure' would be taken to resolve any disciplinary problem. To that end, the following progressive disciplinary actions should be performed given the nature of the offense (serious offenses such as sexual or physical assault and/or theft will have zero tolerance).

1. VERBAL WARNING

- Church worker or member will be given a verbal warning regarding their undesirable behavior or action.
- Church worker or member will be given an explanation of when and how the behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Church worker or member will be given an opportunity to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Church worker or member will be given a description of the acceptable behavior or actions.
- Church worker or member will be given a notice that further disciplinary action, up to and including termination/expulsion, will follow if unacceptable behavior continues.
- Church worker or member will be given an explanation that the incident will not go into their files, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

2. WRITTEN WARNING

- Church worker or member will be given a written warning regarding their undesirable behavior or action in the event that their behavior or action had either been discussed in a previous verbal warning or their behavior or action was considerably severe in nature.
- Church worker or member will be given an explanation of when and how their behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Church worker or member will be given an opportunity to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Church worker or member will be given a description of the acceptable behavior or actions.
- Church worker or member will be given a copy of the written warning and another copy will be placed in the employee's file.
- Church worker or member will sign the written warning as proof that he/she has received it. Any refusal to sign the warning does not nullify its effect in this Progressive Disciplinary Policy.
- Church worker or member will be given a notice that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination/expulsion.

3. SUSPENSION FROM DUTIES (applies to Church workers, lay leaders, and volunteers)

- Church worker, lay leader, or volunteer will be given a written documentation regarding the suspension in relation to their undesirable behavior or action in the event that their behavior or action had either been discussed in a previous verbal or written warning or their behavior or action was considerably severe in nature.
- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Church worker, lay leader, or volunteer will be given an explanation of when and how their

behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.

- Church worker, lay leader, or volunteer will be given a description of the acceptable behavior or actions.
- Church worker, lay leader, or volunteer will be given a copy of the suspension and another copy will be placed in the employee's file.
- Church worker, lay leader, or volunteer will sign the document as proof that he/she has received it. Any refusal to sign the warning does not nullify its effect in this Progressive Disciplinary Policy.
- Church worker, lay leader, or volunteer will be given a notice that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination/expulsion.

NOTE: A few examples of the reasons for suspensions are:

- Repetitive lateness or absences with no reasonable explanation
- An incident of verbal abuse to customer, coworker or management
- Repetitive lack of adherence to appearance or service standards

4. TERMINATION (REMOVAL OF MEMBERSHIP)

- Church worker, lay leader, or volunteer will be given a written documentation regarding their termination and the undesirable behavior or action leading to and justifying the termination.
- The documentation will include information on the offence and previous disciplinary communications with the employee.
- Church worker, lay leader, or volunteer will be given a description of when and how the unacceptable behavior or action took place. This will include the reason why the behavior or action was unacceptable.
- Church worker, lay leader, or volunteer will be given a description of the acceptable behavior or actions.
- Church worker, lay leader, or volunteer will be given a copy of the termination notice and another copy will be placed in the church's file.
- Church worker, lay leader, or volunteer will be expected to accept removal from membership while maintaining dignity and expected not to disrupt the services or ongoing operation of the church.

NOTE: A few examples of the reasons for termination are:

- Physical or sexual assault
- Theft
- Repeated unsuccessful disciplinary attempts

Signatures

Senior Pastor

Date

Church Clerk

Date