

VJDS International Inc. Disciplinary Policy

Effective Date: 20th March 2013

Approved By: Directors

Owned By: VJDS International Inc.

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1. Purpose

The purpose of this Disciplinary Policy is to ensure that VJDS International Inc. maintains a professional, respectful, and productive work environment for all employees. This policy sets out the guidelines for addressing misconduct, performance issues, and violations of company rules. The goal is to encourage employees to meet or exceed performance expectations, while providing a fair and consistent process for addressing situations that require corrective action.

2. Scope

This policy applies to all employees of VJDS International Inc., including full-time, part-time, temporary, and contract employees. It covers all aspects of employee behavior, including but not limited to:

- Workplace conduct and behaviour.
- Performance and productivity issues.
- Violation of company policies and procedures.
- Health and safety concerns.

3. Principles of the Disciplinary Process

The disciplinary process at VJDS International Inc. is based on the following principles:

- Fairness: Employees will be treated fairly and consistently throughout the disciplinary process.
- Transparency: The process will be clearly communicated to all employees, and they will be given an opportunity to explain their side of the situation.
- Progressive Discipline: Where appropriate, the disciplinary process will be progressive, meaning that less severe actions will be taken first, with more serious consequences only if the behavior or performance does not improve.
- Confidentiality: Disciplinary matters will be handled confidentially to protect the privacy of employees involved.

4. Types of Misconduct

Misconduct that may lead to disciplinary action includes, but is not limited to:

- Absenteeism and Tardiness: Unexplained or excessive absences, tardiness, or leaving early without permission.
- Failure to Follow Instructions: Disregard for supervisors' instructions or failure to complete assigned tasks.
- Insubordination: Refusal to follow a direct order from a supervisor or manager without an ethical or safety reason.
- Workplace Behaviour: Engaging in disruptive, aggressive, or inappropriate behaviour, including bullying, harassment, or discrimination.
- Violation of Company Policies: Non-compliance with company rules, such as dress code, use of company property, safety procedures, and confidentiality agreements.

- Dishonesty or Theft: Lying, falsifying records, or stealing company property or other employees' belongings.
- Substance Abuse: Reporting to work under the influence of alcohol or drugs, or using such substances during work hours.
- Poor Job Performance: Failure to meet performance expectations, including quality of work, productivity, or failure to improve after feedback.
- Safety Violations: Ignoring or violating workplace safety rules, which could endanger the health and safety of oneself or others.

5. The Disciplinary Process

The disciplinary process will typically follow a progressive discipline approach, though in cases of serious misconduct, immediate dismissal or suspension may occur.

Step 1: Informal Counselling (Verbal Warning)

- When it applies: For minor infractions or first-time issues.
- Process: The employee will be informed of the issue by their supervisor or manager, and a discussion will take place to address the behaviour or performance concern. The supervisor will explain the expected standard of behaviour and offer support or training to correct the issue.
- Outcome: The employee will receive a verbal warning, which will be documented but not placed in the employee's formal record.

Step 2: Written Warning

- When it applies: If the issue persists or is more serious.
- Process: The employee will receive a formal written warning outlining the nature of the issue, the expected improvement, and any steps that have been taken to address the problem. The employee will have the opportunity to respond in writing to the warning.
- Outcome: A written warning will be placed in the employee's personnel file. The employee will be given a reasonable period of time to improve their behaviour or performance.

Step 3: Final Written Warning

- When it applies: If there is no improvement after the written warning or if the issue is more severe.
- Process: A final written warning will be issued to the employee, detailing the specific behaviour or performance issues and setting a final deadline for improvement. The employee will be informed that further disciplinary action could result in termination of employment.
- Outcome: The final written warning will be placed in the employee's personnel file. If the employee fails to improve or if another issue arises, termination may follow.

Step 4: Termination

- When it applies: If all previous steps have been exhausted without improvement, or if the misconduct is severe enough to warrant immediate dismissal (e.g., theft, violence).
- Process: A meeting will be held with the employee to discuss the termination of employment. The employee will be given the opportunity to present any final comments or information.
- **Outcome:** If termination is decided, the employee will be informed in writing and the reasons for dismissal will be clearly outlined. Severance pay or other final entitlements will be provided as per the terms of their contract or applicable labour laws.

6. Serious Misconduct and Immediate Dismissal

In cases of serious misconduct, the usual progressive discipline process may be bypassed, and the employee may be subject to immediate dismissal. Examples of serious misconduct include:

- Violence or threats of violence in the workplace.
- Theft or fraud.
- Substance abuse on the job (e.g., being under the influence of alcohol or drugs).
- Harassment or discrimination.
- Gross insubordination (e.g., refusal to follow a direct order or threatening behaviour towards a supervisor or manager).
- Severe safety violations that put others at risk.

7. Suspension

An employee may be suspended from their duties, either with or without pay, during an investigation into alleged misconduct or while awaiting the outcome of a disciplinary process. A suspension may be a temporary measure to ensure the safety of the workplace, protect company interests, or allow for a thorough investigation.

8. Appeals Process

Employees have the right to appeal any disciplinary action taken against them. The appeal must be made in writing within [7] days of the disciplinary decision. The appeal will be reviewed by [HR Department/Management/Executive Team], and a final decision will be made. During the appeal process, the employee may present evidence or arguments to contest the decision.

The final decision of the appeal will be communicated to the employee in writing.

9. Record Keeping

All disciplinary actions, including verbal warnings, written warnings, and any suspension or termination decisions, will be documented and retained in the employee's personnel file. These records will be kept confidential and used only in the event of a dispute or legal proceeding.

10. Conclusion

The objective of this Disciplinary Policy is not to punish employees, but to encourage improvement in behaviour and performance while ensuring a respectful and safe work environment for all. VJDS International Inc. is committed to supporting employees in their roles and offering guidance, training, and resources to help them succeed.

However, when corrective action is necessary, it will be carried out in a fair and consistent manner, in accordance with this policy. Employees are encouraged to take responsibility for their actions and understand the expectations of their behaviour in the workplace.