



Policy

Policy #:
POL624

Title: Discipline, Suspension and Dismissal

Section: Human Resources

Approved Date:
April 16, 2013

Revised

Associated Documents: Collective Agreement Local 5678-1 Article 11 – Discipline and Discharge

1. Student Transportation of Eastern Ontario (STEO) promotes the treatment of all employees in a fair, equitable and compassionate manner, having regard for the dignity of each person. It is the policy of STEO that employees whose performance and/or behaviour do not meet accepted standards will be subject to fair, consistent, and progressive discipline.
2. Employees are expected to comply with STEO policies, procedures and directives as well as Ministry regulations.
3. STEO believes that it is the responsibility of all employees:
 - a. To project a professional behaviour consistent with individuals serving as role models, and
 - b. To perform their assigned responsibilities in a competent manner.
4. If allegations of inappropriate conduct or unsatisfactory work performance are made regarding an employee, the employee will be provided with an opportunity to know the specifics of the allegations and to respond to them.
5. An employee may be disciplined, suspended or dismissed by STEO for just cause.