

NWTL PROGRESSIVE DISCIPLINARY PROCESS

1st OFFENCE OR REPEATED OFFENCE

OR MINOR OFFENCES

- VERBAL WARNING BY MANAGERS
- ELECTRONIC "VERBAL WARNING" FORM IS FILLED AND SIGNED BY MANAGER & EMPLOYEE.
- COPY OF VERBAL SLIP EMAILED TO HR OFFICE
- HR OFFICER TO RECORD IN PRONTO & FILE

VERBAL WARNING

MODERATE OFFENCE OR
REPEATED
MINOR OFFENCES
WRITTEN WARNING

- MANAGER ADVISES HR OF EMPLOYEE AND INCIDENT USING THE "DISCIPLINE REQUEST" AND ATTACHES ALL REQUIRED DOCUMENTS
- HR ISSUES WRITTEN WARNING
 - CAN INCLUDE WARNING OF SUSPENSION OR TERMINATION IF BEHAVIOUR CONTINUES
- STAFF RECEIVES ORIGINAL LETTER & SIGNS ON HR COPY
- HR OFFICER RECORDS IN PRONTO & FILE

SERIOUS OFFENCE OR REPEATED OFFENCES

SUSPENSION OR TERMINATION

- MANAGER ADVISES HR OF EMPLOYEE AND INCIDENT USING THE "DISCIPLINE REQUEST" FORM AND ATTACHES ALL REQUIRED DOCUMENTS
- COMPLETE "INCIDENT REPORT" BY WITNESSES & EMPLOYEE
- HR ISSUES SUSPENSION LETTER
 - POSSIBLE TERMINATION PENDING INVESTIGATION
- HR OFFICER ISSUES TERMINATION LETTER TO EMPLOYEE
- EMPLOYEE RECEIVES & SIGNS COPY
- HR OFFICER TO RECORD IN PRONTO & FILE