



Section 4: Human Resources Management

Policy 4.04: Progressive Discipline Policy for Employees

Supporting Policies:

[4.07 Employee Ethics](#)

[6.27.01 Workplace Violence & Harassment Policy](#)

[6.27.02 Workplace Harassment Policy](#)

[6.49 Board Code of Conduct](#)

[6.49.01 Safe Schools Policy](#)

Supporting Procedures:

[Progressive Discipline Procedure for Employees](#)

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Education Act

Employment Standards Act

Occupational Health & Safety Act

Ontario College of Teachers Act

Human Rights Code

Collective Agreement

Approved by Board Resolution #050-2016 05 10

Amended by Board Resolution # 017-2019 02 26

Revised by Board Resolution #027-2024 04 30

RATIONALE

As an educational organization, the Algoma District School Board's first priority is to maintain the best possible learning and working environments for all. Thus, the Board expects all employees:

- to conduct themselves in a professional manner, consistent with Board policies, procedures, character attributes, expectations and directives as well as Ministry regulations, legislation and acts, both within and outside the workplace;
- to ensure learning and working environments are safe, accessible and welcoming;
- to perform assigned duties and responsibilities in a manner that meets acceptable standards.

POLICY STATEMENT

It is the policy of the Algoma District School Board that progressive discipline* will be applied in circumstances where an employee's performance, conduct and/or behavior do(es) not meet acceptable standards. For clarity:



***Progressive discipline** is a series of increasingly serious steps that a Director, member of Senior Management, Supervisor or School Administrator initiates in order to correct unacceptable performance or behavior. Given that each situation is unique, all circumstances will be considered before issuing a response. There are no rigid or arbitrary rules of application. Serious situations may result in immediate and significant disciplinary consequences.