

## Disciplinary Action Policy

Classification:	Training Center Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
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Date to Complete Mandatory Review:	

### PURPOSE

The disciplinary action policy outlines the expected standards of conduct for students attending training courses at UBC Training Centres and establishes the consequences for misconduct. This policy aims to maintain a safe, respectful, and productive learning environment by clearly communicating the behavioural expectations and the associated disciplinary measures. By adhering to this policy, the students and the Training Centre can ensure a conducive and professional atmosphere for skill acquisition and personal development.

### SCOPE

This policy applies to all members of the Training Centre students and visitors.

### POLICY

#### Non-Compliance:

1. As a member of the Training Centre Community, you have responsibilities to ensure a professional, safe, and inclusive learning environment for all. This entails compliance with all training centre policies, procedures, and codes of conduct. Non-compliance with these standards will not be tolerated.
2. Any violations of the code of conduct may lead to disciplinary measures, which could include being expelled from a program, the potential cessation of future training opportunities.

#### Progressive Discipline:

1. Any member of the Training Centre community who has demonstrated non-compliance with policies, procedures, or a code of conduct will be subject to progressive discipline.
2. Offence severity varies, and some offences will warrant immediate dismissal from UBC Training Centres and may affect future training opportunities.
3. Progressive Discipline is a structured approach to managing student behaviour that aims to correct and improve conduct through a series of escalating consequences. This method emphasizes fairness, consistency and constructive feedback to address issues before they escalate further. Initially when a problem arises the first step is coaching to allow the individual to understand what behaviour needs improvement and why it is important to adhere to the training centres policies and procedures. If the issue persists despite the initial coaching, the next step includes a verbal warning, this serves as a formal notification

that the behaviour is unacceptable and must change and listing the consequences if the behaviour continues. If the behaviour still does not improve the next step will involve a written warning documenting the issue in detail including a timeframe for improvement and consequences for further non-compliance. If all previous steps fail to resolve the issue final steps will involve more severe action such as suspension, expulsion, up to a ban from all UBC Training Centres.

### **Rehabilitation measures**

Rehabilitation measures for breaching the UBC training centres policies and procedures can include coaching, skill training, mentoring and behavioural contracts.

1. Coaching : the instructor/supervisor will work with the student to address certain challenges/behaviours that have been occurring. This includes identifying objectives on where there is room for improvement, setting goals, and creating an action plan in order to achieve their goals in order to increase self awareness and implement actionable strategies for improvement.
2. Skill Training : as a part of coaching and rehabilitation measures skill training outside of regular course work may be assigned. Skill training focuses on teaching specific knowledge or tools for a particular challenge. Skilled training could be in the form of an online course, seminars, simulations, exercises or job related tasks.
  - a. Skilled training courses can include but are not limited to ; accepting change in the workplace, acting effectively on a team, communicating as a team, communicating at work, communicating cross culturally, communicating interpersonally, communicating negative messages, communicating non verbally, communicating proactively, coping with change, effective communication, individual anger management, managing stress, mind your mood, opioids use and misuse, practice active listening, Relax!, Self esteem, Time management, Unconscious biasness, Understanding stress ,Workplace Violence, Discrimination and Harassment.
3. Mentoring: students may be paired with a mentor. A mentor will be an individual assigned to help provide guidance, support and advice to an individual who may have less experience and is facing challenges or issues in order to help them grow professionally and/or personally. The goal of the relationship is to foster learning, skill development, career advancement, sharing of expertise and constructive feedback.
4. A behavioural contract is a formal agreement between a student and the instructor/supervisor outlining specific behavioural expectations, goals and consequences for meeting or not meeting those expectations. These contracts will outline the agreed upon standards for behaviour and performance including any support and resources provided, and established a clear framework for accountability and progress monitoring.

## Progressive discipline Scope

Progressive discipline applies to breaches in the student code of conduct, UBC training centre policies or behaviours that are deemed unacceptable or disruptive within the training centre.

**Offences with Progressive Discipline:** *The list below provides an illustrative (non exhaustive) list of situations in which progressive disciplinary actions will occur, other offences require may require the use of progressive discipline:* Poor performance and attitude as determined by your supervisor.

- a. Failure to report near-miss incidents, property and/or equipment damage to your supervisor or instructor.
- b. Failure to report bodily injury immediately to your supervisor or instructor.
- c. Failure to use or wear safety equipment or gear when instructed.
- d. Gambling on Training Centre property.
- e. Not following safety procedures.
- f. Removing or defacing notices or other information posted by the Training Centre.
- g. Defacing or graffiti of any sort to or on Training Centre property.
- h. Smoking in non-smoking areas.
- i. Using tools or equipment in a manner that they are not intended.
- j. Using equipment that you are not trained or authorized to use.
- k. Failure to abide by the fit for duty policy outlined in the training centre code of conduct while attending courses at the Training Centre or on Training Centre property.
- l. Leaving the Training Centre during class hours without informing the instructor.
- m. Refusal to accept classroom or shop assignments.
- n. Minor violations of the Health and Safety policy.
- o. Minor violation of the Attendance policy.
- p. Minor violation of the Inclusion policy
- q. Minor violations of the Respectfulness Policy
- r. Violations of the Code of Conduct
- s. Minor violation of the Employee Conduct and COI policy
- t. Minor Violation of the Sexual Orientation and Gender Identity and Expression Policy
- u. Threats made under the Sexual Violence and Misconduct Policy
- v. All other violations that require discipline.

## Offences with Immediate Termination/Dismissal:

*The list below provides an illustrative (non exhaustive) list of situations in which Immediate termination/dismissal will occur. Other offences may require immediate student dismissal from UBC Training Centres.*

- a) Failure to abide by the fit for duty policy outlined in the training centre code of conduct while attending courses at the Training Centre or on Training Centre property.
- b) Violence of any kind on Training Centre property.
- c) Theft of Training Centre property or theft of items on Training Centre property, including theft from fellow students, Staff or Visitors.
- d) Possession of firearms or other deadly weapons at the Training Centre or on Training Centre property.
- e) Neglect or carelessness resulting in damages to the Training Centre's equipment or property.

- f) Malicious mischief resulting in injury to persons or destruction of property.
- g) Falsifying or refusing to give testimony when accidents or injury incidents are being investigated.
- h) Deliberately damaging or mutilation of any materials, tools, or equipment.
- i) Introduction, possession or use of intoxicating liquids, drugs, or non-prescription drugs on Training Centre property, vehicles, or worksites.
- j) Falsification of any documents relative to training.
- k) Cheating, plagiarism, impersonation, or misrepresentation.
- l) Procurement of any Training Centre documents.
- m) Harassment, bullying or threatening of an instructor, staff, or student.
- n) Driving training Centre vehicles without a valid operator's license.
- o) Riding on equipment that is not explicitly designed to carry riders.
- p) Major violations of the Health and Safety policy.
- q) Major violation of the Attendance policy.
- r) Major violation of the Inclusion policy
- s) Major violation of the Respectfulness Policy
- t) Major Violation of the Sexual Orientation and Gender Identity and Expression Policy
- u) Acts of Sexual Violence or Misconduct
- v) All other violations that require immediate dismissal.

## Appeals

The appeals process is aimed at providing a fair mechanism for individuals who wish to contest disciplinary actions taken for violations of the policy. Every individual has the right to appeal a disciplinary action given however individuals with major violations will receive significantly increased scrutiny. Appeals requests may be done by filling the appeals request form. The disciplinary action will remain in affect until the appeal process has been completed and a final decision has been made. This means that the imposed sanctions or penalties will continue to apply during the period in which the appeal is being reviewed and processed. Grounds for appeal include:

a) procedural error: An appeal may be considered if there were significant procedural errors during the disciplinary process that affected the fairness of the decision. This includes deviations from established procedures or failure to follow due process.

b) New Evidence: an appeal may be based on the presentation of new, relevant evidence that was not available at the time of the original disciplinary decision and could have impacted the outcome of the case.

c) Severity of the sanction: An appeal may be submitted if the individual believes that the disciplinary action or penalty imposed is disproportionate to the nature and severity of the violation.

## PROCEDURE

Action	Responsibility
1. Progressive discipline	
1.1 Verbal Warning	

The student's immediate supervisor will discuss the policy, procedure, or code of conduct they violated and schedule an appointment for a coaching session. Documentation will be kept in the individual's profile as proof of the conversation.

1.2 Coaching Session

the instructor/immediate supervisor will identify the challenges and behavioural issues that have been presented, discuss areas for improvement, offer constructive and actionable feedback, explore solutions collaboratively and evaluate potential strategies, define goals, outline a plan with specific actions to achieve the goals and clearly state who is responsible for each action item.

**Instructor/immediate supervisor**

1.3 Action Plan

The instructor/immediate supervisor will create an action plan clearly defining the objective to be achieved, detail the tasks or activities required to reach the goals established, assign a timeline including deadlines or milestones for completing each step. Include any tools, training or support required. Please advise student/employee that their progress will be monitored and evaluated.

**Instructor/Immediate supervisor**

1.4 Written Warning

The student's immediate supervisor will inform the Training Coordinator of the need for a written warning. The Training Coordinator will deliver the written warning and explain the consequences of any further offences. A copy of the written warning will be retained on the individual's profile.

**Instructor/Immediate supervisor**

1.5 Coaching/Action Plan

The instructor/supervisor will have a further coaching session going over the details of the challenge/behaviour. They will allow the employee/student to share their perspective and any contributing factors. From there on a new action plan and timeline will be established and agreed upon.

**Instructor/Immediate supervisor**

1.6 Suspension/Student Dismissal from program

The student's supervisor will inform the Training Coordinator of the continued violations. Students will be dismissed from their current class or program if it is less than three months long. The Training Coordinator will deliver documentation stating the penalty, cause, and consequences if the behaviour does not improve. Copies will be kept for the individual's profile. See Student Dismissal Policy.

**Instructor/Immediate supervisor/Area Training Manager**

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|--|--|
| <p>1.7 Termination/ Student Dismissal from UBC Training Centres.<br/>The student’s supervisor will inform the Training Coordinator of the continued violations. Students will be dismissed from all UBC Training Centres and not welcomed back for future training opportunities. The UBCJA will also be informed of this decision. The Training Coordinator will deliver documentation stating the dismissal and cause in both scenarios. See Student Dismissal Policy.</p> | <p><b>Instructor/Immediate supervisor/Area Training Manager/Director of Training</b></p> |
| <p>2.0 Documentation will be delivered stating the dismissal and cause in both scenarios. See Student Dismissal Policy.</p>  | <p><b>Training Coordinator</b></p>   |
| <p>3. Appeals<br/>Appeal forms must be submitted within 5 business days of the disciplinary action issued to the training coordinator.</p>   | <p><b>Training Coordinator</b></p>   |
| <p>4. Initial Review<br/>A review of the appeal will take place with a focus on whether the appeal is timely and relevant. This investigation might involve a brief review of evidence and circumstances. If it is found that the grounds for appeal are valid then an extensive review of the incident(s) will occur.</p>   | <p><b>Training Coordinator/Area Training Manager</b></p>                                 |
| <p>5. Investigation<br/>A detailed and thorough investigation including multiple interviews, collection of evidence and possibly legal or external input will occur taking into consideration relevant new information.</p>  | <p><b>Training Coordinator/Area Training Manager</b></p>                                 |
| <p>6. Outcomes<br/>Outcomes may include modification of penalties, overturning the action if it was found to be unjustified, or the appeal may be denied and the original decision is re-affirmed.</p>   | <p><b>Training Coordinator/Area Training Manager</b></p>                                 |

## RELATED POLICIES

Attendance Policy  
Dispute Resolution Policy  
Health and Safety Policy  
Inclusion Policy  
Respectfulness Policy  
Sexual Orientation and Gender Identity or Expression Policy  
Sexual Violence and Misconduct Policy  
Student Code of Conduct  
Student dismissal Policy

**Action Plan Form**

Student name:  
Position:  
Supervisor/coach:

**Description of the issue** *briefly describe the performance, challenge or behaviour that prompted the progressive discipline*

**Improvement goals** *please determine and list specific, measurable, achievable, relevant and time-bound goals related to the issue(s)*

- Goal #1
- Goal # 2
- Additional goals :

**Action Steps** *specific actions taken to achieve goal(s)*

Step one :  
Deadline (MM/DD/YYYY) :  
Responsible party:

Step two :  
Deadline (MM/DD/YYYY) :  
Responsible party:

Additional steps

**Resources and Support** *please list any training, tools, or support required*

**Measurement Criteria** *please list how progress will be measured and evaluated*

**Follow up**  
Next meeting date (MM/DD/YYYY) :

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/coach

\_\_\_\_\_  
Date

**Behaviour Contract Template**

CUTC Local 1946  
3800 Highbury Ave S  
London, Ontario  
N6N 1P3

DATE

STUDENT NAME  
ADDRESS LINE 1  
TOWN, PROVINCE  
POSTAL CODE

Dear [student Name]

We value you as a [student] and are committed to delivering high-quality training and support. To ensure an effective and productive [learning experience], we need to establish clear boundaries and expectations. This will help us maintain a positive and professional environment conducive to your growth and success. Below is a contract outlining behaviors we will expect from you. In return we will make every effort to support you and your [education/employment].

This agreement is between \_\_\_\_\_ [student] and \_\_\_\_\_ [UBC Training Centre].

In an effort to better support and [educate] \_\_\_\_\_ [student] the following expectations are required in order to maintain an effective and productive [/learning] environment.

**Behavior expectations**

- 1.
- 2.
- 3.
- 4.

*Initial*

\_\_\_\_\_ I have read and understood the above listed behavioral expectations. I also understand that failure to meet these expectations may result in immediate termination/expulsion from the UBC Training Centre.

Student Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Instructor/Supervisor Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature : \_\_\_\_\_

Date: \_\_\_\_\_

**Incident Report Form**

Student Name:

Student phone number :

Date :

Location:

Incident Details :

*Witnesses (if any) List any individuals who witnessed the incident. Include their names and contact information if available.*

Immediate actions taken :

Recommendation :

Additional comments

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Verbal Warning Notice

Date:

Student Name:

This notice confirms you received a verbal warning regarding your absence on (Date). During our discussion, we addressed the concerns regarding attendance and its impact on the Training Centre environment. We discussed the necessary changes to ensure this issue does not persist. With this notice I have attached a copy of the Attendance Policy for the program for your review.

**Written Warning**

Date:

Student Name:

Dear,

Training Coordinator Local 1946

## Notice of Student Dismissal from Program

[Date]

Student Name: [Name]

Dear [Name],

We are writing to inform you of our decision to dismiss you from the [Program Name] program, effective immediately, due to persistent violation of the code of conduct and applicable policies and procedures. In addition to such the failure to address previously raised concerns regarding [specific issue or behaviour].

Despite our previous discussion on [date of discussions], and the written warning on [date of warning] it is evident that the issues regarding [specific issue] have not been adequately addressed and continue to impact the Training Centre environment, other participants and training centre staff.

As a student of our program, it is essential to adhere to the highest standards of conduct and uphold the policies and procedures set forth by our institution. Regrettably, your failure to demonstrate improvement and ongoing disregard for these standards have left us with no choice but to dismiss you from the program. We wish you the best in your future endeavours and hope this experience is a learning opportunity. Our decision is final, and you are expected to return all Training Centre materials and vacate the premises by [specific date].

Sincerely,

[Your Name]

[Your Title]

[Training Center Name]

## Notice of Employee Suspension

Date:

Employee Name: [Name]

Dear [Name],

We are writing to inform you that you have been suspended from your duties as of [date of suspension] due to [reason for suspension]. This decision is effective immediately and is a temporary measure while we investigate the on going matter.

During this suspension period, you are not permitted to access the company premises or engage in any work-related activities. You will continue to receive your basic salary during this time.

We expect you to cooperate fully with the investigation, and any failure to do so may result in further disciplinary action. We take these matters seriously and are committed to a fair and thorough investigation. We will keep you informed about the investigation's progress and outcome.

We understand this is a difficult and uncertain time, and we are available to address any concerns or questions. We hope for a timely resolution to this matter.

Sincerely,

[Your Name]

[Your Title]

**Notice of Dismissal from all UBC Training Centres**

Date:

Students Name:

[Student's Name],

This letter informs you of our decision to dismiss you from all affiliated UBC Training Centres and bar you from future training opportunities due to [repeated or serious] violations of our code of conduct, policies, and procedures.

Your dismissal from all affiliated UBC Training Centres is effective immediately, and you are prohibited from participating in any future training opportunities organized or affiliated with any UBC Training Centres.

Regards,

[Your Name]

[Your Title] UBC Training Centre Administration

## Notice of Employee Termination

Date: [Date]

Employee Name: [Name]

Dear [Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately.

Despite our previous verbal and written warnings and opportunities for improvement, the issues regarding [specific issue or behaviour] have continued to persist, which has had a detrimental impact on the Training Centre environment.

Regrettably, your failure to address and correct the issues has left us with no choice but to terminate your employment.

Please be informed that you are entitled to compensation and benefits under the previously agreed-upon terms of your employment contract.

We would like to take this opportunity to thank you for your contributions to the Training Centre, and we wish you the best in your future endeavours.

Sincerely,

[Your Name]

[Your Title]

[Training Centre Name]

**Disciplinary Action Appeal Form**

The student will submit this form, along with all appropriate supporting documentation to the training coordinator no later than five (5) business days after the receipt of the disciplinary action.

Student Name:

Address:

Phone Number:

Email:

disciplinary action being appealed :

Please include a type written letter outlining the following ;

- A. A description of the basis for the grade appeal clearly describing the applicable grounds for appeal.
- B. supporting documentation or new evidence in regards to the appeal,
- C. The outcome being sought.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date MM/DD/YYYY

Received by (Name): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date MM/DD/YYYY