

DISCIPLINARY MEASURES

Principle:

- The ECC adopts a positive approach based on the sharing of its values and philosophy by the employees in the realization of its mission.
- The common goal for the employer and the employee is to correct unacceptable behavior.
- The employee is called upon to help find a solution.
- Not all situations necessarily require the same disciplinary measures. The ECC intends to take into account the seriousness of the offense and the frequency of undesirable behavior.
- Disciplinary measures are applied gradually.

Punishments

The measures are applied in stages:

Warning: This is a verbal notice (to be entered into the employee's file) or written to inform the employee that she or he is at fault. This notice is given at a meeting.

After mentioning the facts concerning the fault of the employee's actions, she will be called upon to find, in conjunction with Management, the corrective measures to be taken.

The reprimand: The reprimand is generally preceded by one or more warnings. A reprimand consists of a written notice. It includes the facts, the recall of the warnings if necessary. The notice shall be given to the employee at a meeting with Management, a copy is also put into the employee's file. This is the first disciplinary measure.

Suspension without Pay: Suspension is the second disciplinary measure. It lasts three (3) days and is unpaid. The notice of suspension will be given to the employee in writing at the time of a meeting with Management. The suspension is an awareness measure for the employee; it also reminds the employee that they are exposed to dismissal.

Dismissal: Dismissal terminates the employment relationship permanently.

The Directors can give written disciplinary notice to any employee who does not respect his / her contract as well as the definition of tasks, the orientations, values and their rules of application.

The sanctions will apply according to the table on the next page.

If the employee does not agree with the sanction, she may ask to be heard by the board of directors. The decision by the Board of Directors is final and without appeal.

The ECC must pay one week's salary and all marginal benefits that are owed to any employee being dismissed.

In the event of a resignation, the employee agrees to notify the ECC in writing two weeks before the date of departure. The ECC will remit any amount owing and the record of employment within ten (10) days of departure in accordance with the Act respecting labor standards and the Employment Insurance Act.

The Director shall suspend immediately, without notice, any employee for theft, indecent assault, sexual harassment, rape and ill-treatment of a child, parent or other employee. In the case of a third-party investigation (police service, DPJ, etc.), the suspension is in effect until the investigation is completed. In a situation where there is no third-party investigation, the board of directors must appoint a member to assure the truth of the facts. If the allegations are unfounded, the employee will be reinstated, and her salary will be paid retroactively. If the allegations are substantiated, she will be dismissed without any notice.

Table illustrating the degree of disciplinary measures

Nature of the behavior

- W = Warning
- R = Reprimand
- S = Suspension
- D = Discharge

NATURE OF BEHAVIOR

Absent from work without warning	W	R	S	D
Repeated Delays	W	R	S	D
Failure to follow procedures	W	R	S	D
Behaviors inconsistent with orientations and values of the ECC	W	R	S	D
Hitting, shoving a child				D
Insulting a client (parent)			S	D
Damaging or destroying the property of an employee, parent or ECC			S	D
Absent without reason		R	S	D
Neglect hygiene measures	W	R	S	D
Do not attend team meetings		R	S	D

NOTE: This table is used for reference. The sanction may differ depending on the gravity of the fault.