

<b>Number:</b>	RHR-225
<b>Title:</b>	Disciplinary Action
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	May 30, 2018
<b>Approved:</b>	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Policy statement

The University wishes that members of the staff can do their work not only in a productive but also in harmonious atmosphere. To this end, appropriate standards of behaviour must be observed by all members for the benefit of the entire community.

When one member deviates from these standards, the University wants the necessary sanctions to be appropriate and that the member be treated fairly, in accordance with current laws and practices in labour relations.

## 2. Definition

The expression “wrongdoing” applies to actions deemed harmful to the interests of the University or its employees.

## 3. Regulation

The appropriate sanctions to correct behavior or wrongdoing must take into account the following elements:

- a) the seriousness of the breach;
- b) the employee’s past history, as documented in his official file;
- c) extenuating circumstances, if any.

Normally, the penalties for misbehavior or wrongdoing are applied progressively, in the following stages:

### 3.1 Verbal warning

When an employee commits wrongdoing, his immediate supervisor must immediately give him a verbal warning. The supervisor must also warn the employee that the next offense will result in a written warning, a copy of which will be filed with Human Resources Services in his employee file.

### 3.2 Written warning

In the case of repetition of the wrongdoing, the Dean of the faculty or director of the service must give written notice to the staff member stating the nature of the offense and that the next offense could lead to a suspension without pay. A copy of the letter must be sent to Human Resources Services and placed in the employee’s file.

### 3.3 Suspension without pay

In case of repetition of wrongdoing after a written warning, the principle of reasonable

progression may result in suspension without pay from one to five business days is imposed, depending on the seriousness or the recurrence of the offense. The faculty dean or the director of the service must then consult the Director of Human Resources Services before imposing the penalty. Such a measure must also be approved by the Vice-Rector.

The decision must be communicated in writing to the employee by the dean of the faculty or the director of the service, and a copy of the letter sent to Human Resources Services and placed in the employee's file. This letter must describe very precisely, the nature of the offense and must warn the employee that the next similar offense will lead to more serious action, up to that of a termination.

#### 3.4 Termination of employment

When, despite disciplinary action, the employee continues to commit wrongdoing, termination of employment may be considered.

The dean of the faculty or the director of the service must then consult the Director Human Resources Services, who must ensure compliance with applicable laws and regulations. Any termination must be approved beforehand by the Administration Committee. The dean of the faculty or the director of the service then communicates the decision to the employee in a letter, with a copy to Human Resources Services to be placed in the employee's file.

### 4. **Rules for implementation**

#### 4.1 Omission of step

In some cases, due to the seriousness of the wrongdoing, one or more steps of the regulation may be omitted. However, this is not possible without the prior approval of the Director of Human Resources Services.

#### 4.2 Serious misconduct

Where the nature of the wrongdoing is very serious, disciplinary action up to and including immediate termination can be taken. The applicable procedure shall be the one mentioned above.

#### 4.3 The employee's file

After a period of two years, any fault committed and recorded is removed from the files, provided no other similar offense has been committed during this period.