



DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	
<u>POLICY</u>	
POLICY NUMBER	P-1001
SUBJECT	PROGRESSIVE DISCIPLINE – ALL EMPLOYEES
REFERENCE	GAP1000 Progressive Discipline – All Employees
EFFECTIVE DATE	June 28, 2017

“Let us think of ways to motivate one another to acts of love and good works. And let us not neglect our meeting together, as some people do, but encourage one another, especially now that the day of his return is drawing near.”
Hebrews 10:24-25

1. The Dufferin-Peel Catholic District School Board (Board) believes in providing excellence in Catholic education that supports the achievement and well-being of all students. The Board is committed to ensuring a work and learning environment compliant with legislation, Board policies and procedures and focused on quality Catholic Education by providing guidance, support and supervision to enable employees to conduct themselves appropriately at all times and to succeed in the performance of their duties.
2. Employees of the Board occupy positions of public trust and confidence. It is the expectation of the Board that all employees carry out their duties and responsibilities in a co-operative and professional manner. All employees shall comply with Board policy and procedures, the *Education Act* and other related statutes and regulations. Employees are expected to: professionally collaborate, maintain appropriate behaviour; act with integrity, honesty, compassion; and, foster a Catholic culture of respect, inclusion, equity, responsibility and concern for the well-being of all.
3. Employees who engage in conduct or whose behaviour conflicts with Board policy and procedures or acceptable standards of professionalism will be subject to discipline. A progressive discipline approach will be used by the Board. Progressive discipline provides for a process of increasingly formal steps to correct behaviour or to achieve performance standards. Progressive discipline may start with a verbal caution and may culminate in suspension or termination. The principles of due process and fairness will be followed and discipline will be proportionate to the circumstances.
4. All employees working for the Board are covered by this policy.