

## Purpose

To provide a fair and consistent approach to managing Whistler Gymnastics employees, members, and participants whose conduct, behaviour, and/or performance falls below acceptable standards (as determined by the club).

## Policy

Employees, members, and participants of Whistler Gymnastics have a reasonable expectation to be able to enjoy a safe and comfortable facility, free from bullying, harassment, violence, or other actions that would compromise the safety of others including not following the directions of the coach(es). Employees, members, and participants whose conduct, behavior, and/or performance falls below acceptable standards will be subject to disciplinary action to reduce or eliminate the chance of recurrence and improve the enjoyment of the facility and/or workplace.

## Scope

This policy applies to all employees, members, and participants of Whistler Gymnastics.

## Definitions

- **Board:** Board of Directors of Whistler Gymnastics.
- **WG:** Whistler Gymnastics.
- **Facility:** Oros Whistler Gymnastics at 1090 Legacy Way Whistler, BC V8E 0K3 and Whistler Gymnastics at Pemberton Community Centre at 7390 Cottonwood St. Pemberton, BC VON 2L0.
- **Infraction:** Contravening a standard.
- **Serious infraction:** Violence towards an employee, member, or participant, threats of violence, bullying and harassment, or repeated infractions resulting in a written warning.

## General

1. Each WG employee, member, and participant is expected to conduct themselves in a manner which conforms to the applicable standards.
2. When a violation of an established standard occurs, each case will be investigated, and any disciplinary action will be administered on the merits of each case.
3. As applicable, progressive discipline will be applied, with the expectation that the employee's, member's performance, or participant's behaviour or conduct will change to meet acceptable standards in the early stages of progressive discipline.

4. However, should there be a serious infraction; the Board retains the right to bypass the progressive discipline steps and apply an appropriate disciplinary sanction, up to and including termination of employment or membership.
5. Suspended members are prohibited from using the facility unless clearly detailed as part of the written suspension arrangement. a. Any participant who attends the facility while privileges are suspended will have their membership terminated. b. Review of a terminated Membership will take place on or after the subsequent Annual General Meeting of the Board and not before.

## Progressive Discipline

In progressive discipline, the objective is to address a relatively minor infraction before it develops into a serious infraction or becomes a repetitive offense. This is accomplished through a series of disciplinary actions, with the severity of discipline escalating should the infractions persist. The following describes the levels of progressive discipline:

### Level 1 - Verbal Warning

This level will provide an opportunity for an employee of WG or Board member to address a violation of a standard by a member at an early stage. Specific actions needed to correct the problem and a time frame within which to accomplish them should be defined. **Steps:**

- Give verbal warning regarding the undesirable behavior or action.
- Give an explanation of when and how the behaviour or action took place. This will include the reason as to why the behaviour or action was unacceptable.
- Give an opportunity for the member, participant, or employee to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Give a description of the desirable and/or acceptable behaviour or actions.
- Inform them that further disciplinary action, up to and including termination, could follow if unacceptable behaviour continues.
- Explain that the incident will not go into their file, but that it will be taken note of to follow up on possible further disciplinary incidents.

### Level 2 - Documented Warning

Should there be a subsequent infraction, this level will once again provide an opportunity for the employee of WG or Board member to address the problem. Specific actions needed to correct the problem and a time frame within which to accomplish them will once again be reviewed. At Level 2, the WG employee or Board member will document the discussion, providing the member, participant, and employee and the Board with a copy via email or in person. A copy will also be placed in the employee's personnel file, if applicable. **Steps:**

- Give a written warning regarding the undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal warning or the behaviour or action was considerably severe in nature.
- Give an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Give an opportunity for the member, employee, or participant to explain the situation and their actions. This should be their opportunity to give their side of the story. This may be done at the subsequent Board meeting if desired.
- Give a description of the desirable and/or acceptable behaviour or actions.
- Provide the member, employee, or participant with a copy of the written warning and another will be placed in the employee's file.
- The employee, member, or participant involved in the infraction will sign the document as proof that they have received it.
- The employee, member, participant will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

### **Level 3 - Suspension**

In cases of a serious infraction or when an employee, member, or participant has committed a series of infractions that have previously been reviewed at Level 2 disciplinary action, a suspension will be issued. **Steps:**

- Employee, member, or participant will be given written documentation regarding the suspension in relation to the undesirable behaviour or action if the behaviour or action had either been discussed in a previous verbal or written warning or the behaviour or action was considerably severe in nature.
- The documentation will include information on the offense and the length of the term of suspension and why the employee has been suspended.
- Employee, member, or participant will be explained when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee, member, or participant will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee, member, or participant will be provided a copy of the suspension, and another copy will be placed in the employee's or Member's file.
- Employee, member, or participant will sign the document as proof that he/she has received it.
- Employee, member, or participant will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.
- The length of the suspension will depend upon the seriousness of the infraction. If previous discipline was in the form of a suspension, a subsequent suspension must be of greater duration. See Appendix 1 Disciplinary Action Matrix.

## **Level 4 - Termination**

In cases of repeated serious infractions or dependent upon the seriousness of the infraction, the Board may choose to terminate employment or membership. Members or participants of WG will not be refunded class fees because of a Level 4 Termination. Employees who have been terminated are prohibited from accessing the WG operated areas of the facility.

## **Appendix 1: Disciplinary Action Matrix for guidance**

	<b>1st Infraction</b>	<b>2nd Infraction</b>	<b>3rd Infraction</b>	<b>4th Infraction</b>
Member/ Participant	Verbal Warning	Written Warning	14 Day Suspension	Revocation
Employee	Verbal Warning	Written Warning	14 Day Suspension	Termination