

Purpose

To provide a fair and consistent approach to dealing with Burnaby Velodrome Club employees, and members whose conduct, behaviour and/or performance falls below acceptable standards or regulatory requirements.

Policy

Employees and members of the Burnaby Velodrome Club should be able to enjoy a safe and comfortable facility, free from bullying, harassment, violence or other actions that would compromise the safety of others. Employees and members whose conduct, behaviour and/or performance falls below acceptable standards or regulatory requirements will be subject to disciplinary action in order to reduce or eliminate the chance of recurrence, improve the enjoyment of the facility and/or workplace.

Scope

This policy applies to all employees and members of the Burnaby Velodrome Club.

Definitions

Board means the Board of Directors of the BVC

BVC means Burnaby Velodrome Club

Facility means Harry Jerome Sports Centre located at 7564 Barnet Highway Burnaby, British Columbia V5A 1E7

Infraction means contravening a standard

Serious infraction means violence towards an employee or members, threats of violence, bullying and harassment, or repeated infractions resulting in a written warning

Standard(s) mean BVC code of conduct, policies and applicable guidelines, procedures, or regulations

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General

1. Each BVC employee and member is expected to conduct him or herself 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 employees' or member's performance, 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 member who attends the facility to ride 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 offence. 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 the BVC 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 a verbal warning regarding the undesirable behaviour or action.

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- 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 or employee to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
- give a description the desirable and/or acceptable behaviour or actions.
- inform him or her that further disciplinary action, up to and including termination, could follow if unacceptable behaviour continues.
- explained that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

While this early intervention is considered a verbal warning the employee of the BVC or Board member should maintain his or her own record of when the discussion took place and any points of significance as well as the required actions to be taken by the member to reverse the infraction.

Level 2 - Documented Warning

Should there be a subsequent infraction, this level will once again provide an opportunity for the employee of the BVC or Board member and the 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 BVC employee or Board member will document the discussion, providing the Member and the Board with a copy via email or in person. A copy will also be placed on the Members personnel file.

Steps:

- give a written warning regarding his/her 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.

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- give an opportunity for the Member or employee to explain the situation and his/her actions. This should be his/her 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 or employee with a copy of the written warning and another will be placed in the employee's file.
- The employee or Member involved in the infraction will sign the document as proof that he/she has received it.
- The employee or Member 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 infractions or when an employee or member has committed a series of infractions that have previously been reviewed at Level 2 disciplinary action, a suspension will be issued.

Steps:

- Employee or Member will be given written documentation regarding the suspension in relation to the undesirable behaviour or action in the event that 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 offence and the length of the term of suspension and why the employee has been suspended.
- Employee or Member will be given 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.

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- Employee or Member will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee or Member will be provided a copy of the suspension and another copy will be placed in the employee's or Member's file.
- Employee or Member will sign the document as proof that he/she has received it.
- Employee or Member 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. Note that 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 the BVC will not be refunded membership dues as a result of a Level 4 - Termination.

Members who have been terminated are prohibited from accessing the BVC operated areas of the facility.

Appendix 1: Disciplinary Action Matrix for guidance

	1st Infraction	2nd Infraction	3rd Infraction
Infraction	Verbal	Written	Suspension: <14 Days
Serious Infraction (or 4th and greater infraction)	Suspension: >14 days	Suspension: >30 days, <6 months	Suspension of membership + 2 year ban

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