



## DISCIPLINARY POLICY FOR THE GIRLS EXCELLENCE MOVEMENT - GEM

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### PURPOSE

1. To establish rules pertaining to volunteer, mentor, director, manager, team leader and employee conduct, performance, and responsibilities so that all persons can conduct themselves according to acceptable established rules of good behavior and good conduct.
2. The purpose of these rules is not to restrict the rights of anyone, but rather to help everyone work, volunteer, mentor together harmoniously according to the standards we have established for efficient and courteous service for our customers.
3. Reasonable rules concerning personal conduct of volunteers, mentors, directors, managers, team leaders and employees are necessary if the facility is to function safely and effectively. You will be kept informed of department rules and changes to those rules by your supervisor or department head.
4. The Girls Excellence Movement - GEM believes that you want to, and will, do a good job if you know what is required to perform your job properly as a volunteer, mentor, director, manager, team leader. Your Team leader is responsible for ensuring that you know what is expected of you and your role at all times. Further, it is a GEM policy that volunteers, are given ample opportunity to improve themselves.

### POLICY

Levels of discipline are generally progressive and are used to ensure that the volunteers, mentors, directors, managers, team leaders and employees have the opportunity to correct mistakes and improve their performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:



- The number of different offenses involved
- The seriousness of the offense/s
- The time interval and volunteer's response to prior disciplinary action(s)
- Previous work history of the volunteer



## **EXCEPTIONS**

For serious offenses, such as fighting, theft, insubordination, threats of violence, sexual harassment, the sale or possession of drugs or abuse of alcohol in the line of GEM duty, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of **THE GIRLS EXCELLENCE MOVEMENT – GEM** after investigation and analysis of the total situation,











past practice, and circumstances. In general, several oral warnings should, at the next infraction, be followed with a written warning, followed at the next infraction with discharge and if need be, handing over to law enforcement authorities. This is especially true in those cases where the time interval between offenses is short and the volunteer, mentor, director, manager, team leader or employee demonstrates a poor desire to improve on performance or conduct.

## **PENALTIES FOR SPECIFIC OFFENSES**

### **Penalties for Group 1:**

-  First offense: Oral or written reprimand
-  Second offense: Suspension or termination








### **Group 1 Offenses include:**

-  Being tardy habitually without reasonable cause
-  Being absent or inactive in GEM activities without notification or excuse
-  Unacceptable conduct on GEM project or inline of GEM duty
-  Immoral conduct or indecency while delivering GEM Vision
-  Harassing any mentee under your care in any way
-  Converting GEM giveaways meant for beneficiaries for personal use
-  Inefficiency or lack of application or commitment to agreed responsibilities
-  Violations of GEM policies outlined in sections of this policy and other policy documents
-  Malicious gossip and/or the spreading of rumors
-  Being inconsistent for 4 consecutive months without prior notice to the Admin Team

### **Penalties for Group 2:**

-  First offense: Suspension or termination

### **Group 2 Offenses include:**

-  Gambling with GEM property
-  Possession of narcotics, or consuming narcotics on GEM duty
-  Reporting for outreach intoxicated
-  Instigating fight, gossip or conflict of any kind and form
-  Taking another volunteer or employee's property or GEM property without permission
-  Willfully destroying GEM property
-  Insubordination in the form of refusal to observe/respect any reasonable demand from the GEM management Team



Petty thievery



Possession of firearms, fireworks or explosives on GEM outreach

## **PROBATION**

You may be placed on probation in connection with the written warning for a period of time determined by **THE GIRLS EXCELLENCE MOVEMENT - GEM**.

## **INVESTIGATIVE SUSPENSION**

An investigative suspension is a period, not to exceed [5] working days, during which time an employee is relieved of his or her job because of alleged serious misconduct. A Volunteer may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case, as in a fighting, insubordination or theft incident. If after the investigation:



discharge is warranted, the volunteer shall not receive any non-monetary benefits during the period of investigative suspension – the discharge shall be effective on the date of the termination interview.



misconduct is determined, but not of a sufficiently serious nature to warrant discharge, the volunteer shall receive a warning notice and forfeit benefit lost as a result of the investigative suspension and may be placed on disciplinary suspension



if no misconduct is determined, the volunteer shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension

## **DISCIPLINARY SUSPENSION**

A disciplinary suspension is a period of not more than [5] days and may be given in addition to the investigatory suspension or as punishment for the violation. The volunteer is relieved of his or her job assignment because of serious or repeated instances of misconduct and shall forfeit benefit lost as a result of the suspension in situations where there is no specific instance of conduct that is so outrageous that justifies termination but there is a pattern of conduct where the volunteer has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or written warning for rule(s) infraction(s). Disciplinary suspension would generally not be used as a form of discipline for volunteers with attendance problems.

## **CRISIS SUSPENSION**

A crisis suspension is given at the discretion of the Executive Director when action must be taken immediately.

## **DISCHARGE**

When the volunteer is discharged as a result of a serious offense, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the volunteer will be discharged for cause instead of being given the option to resign, be laid off, or retire.

## **MISCONDUCT**

**THE GIRLS EXCELLENCE MOVEMENT - GEM** has a progressive discipline policy. The goal of GEM's progressive discipline system is to give the volunteers an opportunity to correct issues that may arise, rather than to punish them.

The volunteer shall be adequately informed of GEM's rules and the volunteer is expected to follow them.

## **IMMEDIATE DISCIPLINARY ACTION**

**THE GIRLS EXCELLENCE MOVEMENT - GEM** believes that engaging in certain types of misconduct should subject a volunteer would receive immediate suspension or discharge, rather than allowing opportunity for correction of behavior through progressive discipline steps. The following is a list of conduct for which would warrant immediate disciplinary action: VIOLENT BEHAVIOR

## **DISCIPLINARY STEPS**

Should there be a problem regarding the volunteer's adherence to **the GIRLS EXCELLENCE MOVEMENT - GEM** rules, the volunteer will be given three opportunities to change the unwanted behavior:

1. The volunteer will be given a verbal explanation of the errant behavior, including a reiteration of what GIRLS EXCELLENCE MOVEMENT - GEM rule regarding that behavior is. In addition, the volunteer will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.
2. If the problem persists, the volunteer will be given a written explanation of the errant behavior, including a reiteration of what the GEM rule regarding that behavior states. In addition, the volunteer will be advised that continuation of the problem will lead to suspension for a stated period of time. As before, the volunteer will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.

3. If verbal and written warnings fail to bring about a change in the undesired conduct, the volunteer will be suspended and will be informed that further occurrences of the conduct will lead to the volunteer's immediate discharge, without additional warnings.

**THE GIRLS EXCELLENCE MOVEMENT - GEM** reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

## **DOCUMENTATION**

**THE GIRLS EXCELLENCE MOVEMENT - GEM** will document a disciplinary process beginning with the first verbal warning. A report of the disciplinary action will be retained in the volunteers' personnel file, however, if no further disciplinary action is required after 2 years, the report will remain as part of the volunteer's personnel file but will no longer be considered a part of the employee's record.

Should a challenge arise regarding the disciplinary action in the report, the report may be used in the ensuing grievance proceeding or arbitration.