

ACTS OF MISCONDUCT

@ESDC

To better assist ESDC management in appropriately and consistently applying discipline by providing a suggested range of typical disciplinary measures for acts of misconduct.

Discipline Grid

The discipline grid is divided into four categories:

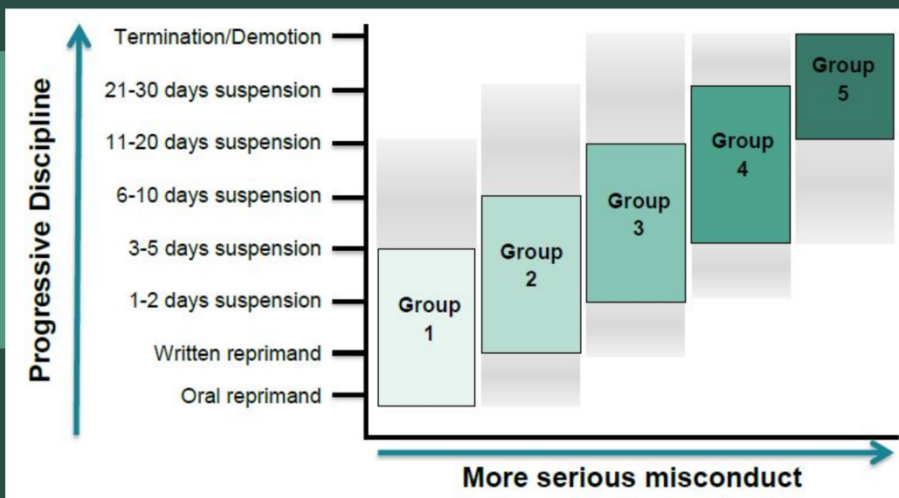
- Misconduct Related to Attendance, Absenteeism or Leave
- Misuse of ESDC Facilities / Property / Information
- Personal Misconduct
- Misconduct Related to Conflict of Interest / Contracting Rules



Each of the above categories defines acts of misconduct and attributes these within one of the five (5) groups found in the reference chart below. [Read more...](#)

Reference Chart

The reference chart is designed to guide managers in determining the appropriate range of discipline when applying the discipline grid below. The five (5) groups indicate the relative seriousness with which ESDC views the act of misconduct.



Important

The Labour Relations Team* SHOULD be consulted when contemplating discipline to provide advice and guidance. For acts of misconduct that warrant the application of a financial penalty, suspension, demotion or termination the Labour Relations Team MUST be consulted.

Note that most disciplinary measures will fall within the suggested normal range but should be reviewed on a case by case basis.



Managers are also accountable for ensuring that the nature of discipline is to be corrective. Only culpable misconducts are to be considered for disciplinary measures.



Read the **Discipline Grid** for the details

*Contact **HRSC** for any question or to reach the **Labour Relations**

