

CJAM 99.1 FM: EMPLOYEE DISCIPLINE POLICY MARCH 2022

Common Goals: CJAM 99.1 FM is a nonprofit campus-based community radio station. We provide music and information programming not offered by mainstream commercial media in the Wawiiatanong (Detroit River) area, encompassing Windsor, ON and Detroit, USA. We serve people and groups within the community who are under-represented or maligned by mainstream media; CJAM 99.1 FM is dedicated to maintaining a forum of expression and shared views.

If errors are made or something is overlooked, a polite reminder and inquiry into the situation will be the case for minor infractions. If a problem persists, further action will be taken depending on the nature of the incident. *The following guidelines encompass the Employee Discipline Policy of CJAM 99.1 FM.*

All disciplinary action shall be recorded in writing and must include the date of the infraction, the specifics of the incident, the specifics of any policy/bylaw violations, and the consequences of the infraction.

Employees are not to air any internal CJAM 99.1 FM correspondence. This includes, but is not limited to, disciplinary letters from the Station Manager, HR Committee, or information from the Board of Directors. All punishments for infractions will be reduced by one level in the course of one year.

Level One - Verbal Warning:

Within five (5) business days of the reported incident, the Station Manager will provide the Employee with a copy of the CJAM 99.1 FM policy that has been violated and outline the progressive discipline steps; with guidance from the Station Manager, *the Employee must correct their error within two (2) weeks.*

Level Two - Written Warning:

The Station Manager, with support from the HR Committee, will prepare a written warning. The Employee who has committed the infraction will be asked to sign this document to demonstrate their understanding of the issue and corrective action. With support and guidance from the Station Manager and HR Committee, *the Employee must correct their error within two (2) weeks.*

Level Three - Formal Disciplinary Meeting:

The Employee will be called into a formal disciplinary meeting with the Station Manager and HR Committee. The Employee will have the chance to explain their perspective, and the HR Committee will investigate further. The Station Manager and HR Committee must clarify that this is the final step before an Employee is recommended for Termination of Employment. *The Employee must correct their error within one (1) month.*

Level Four - Recommendation for Termination of Employment

The Employee will be recommended for termination of employment upon the receipt of a written warning following the month after a Formal Disciplinary Meeting. CJAM 99.1 FM

reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offence. Furthermore, Employees may be terminated without prior notice or disciplinary action.

Conduct Issues Not Subject to Progressive Discipline:

Behaviour that is illegal is not subject to progressive discipline and may result in immediate termination. In the case of such behavior, CJAM 99.1 FM reserves the right to prosecute some infractions, and report to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at CJAM 99.1 FM is also not subject to progressive discipline and may be grounds for immediate termination.

Appeals:

All disciplinary actions from the Station Manager and/or HR Committee will leave Employees with seven (7) business days to appeal the decision; during an appeal, Employees are expected to adhere to the last level of disciplinary action enacted by CJAM 99.1 FM. To launch an appeal, please submit a written notice to the Station Manager before the deadline that has been established in your disciplinary letter. Written warning, suspensions, and dismissals will be final if an appeal is not launched. Once received, the Station Manager and HR Committee will hear from the Employee member in question and will render a final written decision based on that hearing.