



# POLICY

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<b>Employee Conduct &amp; Disciplinary Policy</b>	
<b>Policy Number</b> 130-019	<b>Supersedes Policy Number</b> 8-20
<b>Effective Date</b> 2020-04-14	<b>Approved by Council (Meeting Date)</b> 2020-04-14

## 1.0 Purpose

It is the policy of the Town of Wolfville to promote and ensure appropriate conduct among staff and to facilitate the fair and consistent discipline of all employees where the need arises.

## 2.0 Scope

This Policy applies to all employees of the Town of Wolfville.

## 3.0 References

- 3.1 Employee Conduct & Disciplinary SOP 130-816

## 4.0 Definitions

- 4.1 **Corrective Action:** is the process of communicating with an employee to improve behavior or performance and prevent their recurrence.
- 4.2 **Conduct:** is personal behavior; the manner in which a person behaves, especially on a particular occasion or in a particular context.



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## Policy

### 5.1 Specific Objectives

The objectives of this Policy are to:

- a) encourage positive employee/employer relations by providing for the fair and consistent treatment of staff throughout the Town of Wolfville;
- b) encourage the appropriate conduct of Town of Wolfville employees;
- c) ensure that all employees of the Town of Wolfville are aware of their obligations and the consequences of disregarding those obligations; and
- d) ensure that employee poor performance and misconduct is dealt with in an appropriate manner.

A handwritten signature in blue ink, appearing to read 'M. Bruden', is written above a horizontal line.

CAO

April 14, 2014

Date