



# The Chicago Rose Progressive Discipline Policy

Updated September 1st 2023

These progressive discipline policies and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of the undesirable member, volunteer, or staff behavior and prevent ongoing issues within the establishment.

The Chicago Rose reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the individual's record within the establishment; and the impact the conduct and performance issues have on the organization.

## Procedure

### **Step 1: Verbal warning, and counseling considered strike 1**

Step 1 creates an opportunity for a staff or management member to bring attention to the individual's existing behavior, conduct, or another issue. The staff member or management should discuss with the individual the nature of the problem or the violation of The Chicago Rose's policies and procedures. The management or staff member is expected to clearly describe expectations and steps the individual must take to improve the issue or resolve the problem.

Within five business days, the management should prepare written documentation of the verbal counseling. The individual may be asked to sign this document to demonstrate their understanding of the issues and the corrective action.

### **Step 2: Written warning, considered strike 2**

The Step 2 written warning involves more formal documentation of the current pattern of misbehavior, misconduct, or other issues and consequences.

During Step 2, the management team member will meet or correspond with the individual to review the additional incidents or information about the misbehavior, misconduct, or other issues as well as any prior relevant corrective action plan. Management will outline the consequences for the individual's failure to meet performance or conduct expectations.

A formal warning and (if needed) improvement plan requiring the individual's immediate and sustained corrective action will be issued within five business days of a Step 2 discussion. The written warning may also include a statement indicating that the individual may be subject to



additional consequences, up to and including temporary suspension or termination of membership, if immediate and sustained corrective action is not taken.

### **Step 3: Suspension, and final warning considered strike 3**

Some behavior, conduct, or safety incidents are so problematic and harmful that the most effective action may be the removal of the individual from the organization. When immediate action is necessary to ensure the safety of the members and staff, the management may suspend the individual pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from two to three management staff members.

Depending on the seriousness of the infraction, the individual may be suspended without a date for the reinstatement of their membership on file.

### **Step 4: Recommendation for immediate and ongoing termination of membership, hereby considered a ban of the individual's membership status.**

The last and most serious step in the progressive discipline process is a recommendation to terminate membership to The Chicago Rose indefinitely. Generally, The Chicago Rose Management will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning, or suspending the individual from the organization before proceeding to a recommendation to terminate membership. However, The Chicago Rose reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, individuals may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate membership must be approved by a majority vote of the current staff chair members on hand or by a majority management vote if there is legal documentation that strengthens the cause for the consideration of termination of membership.

### **Appeals Process**

Individuals will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the individual's behavior or conduct issues while allowing for an equitable solution.



If the individual does not present this information during any of the step meetings, they will have five business days after each of those meetings to present such information.

## Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination of membership ongoing or otherwise. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at the organization are also not subject to progressive discipline and may be grounds for immediate termination of membership.

## Documentation

The member will be provided copies of all progressive discipline documentation if making a request for documentation to management. The individual may be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the individual's official file.