

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Human Resources Policy/Procedure
Code of Conduct
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: June 4, 2015 (R)
DISTRIBUTION: Staff

Policy:

Management and Board of Directors shall be responsible for the Code of Conduct Policy.

Procedures:

1. Atikokan Literacy Incorporated expects staff to meet acceptable standards of work performance and personal conduct, and will support and assist them in doing so. If those standards are not met, ALI will take appropriate management action to correct the performance and/or conduct.
2. When an employee’s performance or conduct is unsatisfactory, the Executive Director will discuss the matter with the employee in a timely manner, and will take any appropriate corrective measures and/or management action which may include progressive discipline or other intervention.
3. The Executive Director will advise the Board Chair of any formal management action such as a written reprimand or progressive penalty.