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THPFC Progressive Staff Discipline Policy

Applies To: *All Toronto High Park FC members, players, parents/guardians/caregivers, coaches, volunteers, Board and committee members, staff, contractors, and others participating in or acting on behalf of the Club. This policy applies to Toronto High Park FC governance, operations, programs, activities, decisions, and the interpretation and enforcement of Club governing documents and applicable soccer regulations and legislation.*

Toronto High Park FC – Progressive Staff Discipline Policy

Policy Principles:

Toronto High Park Football Club ("THPFC") is committed to providing a positive, safe and respectful work environment for our staff members. This requires all staff members to be managed in a fair and consistent manner when a staff member's performance or conduct does not meet the standards expected by THPFC.

Scope:

This Policy applies to all part-time and full-time staff members of THPFC. The Policy applies when staff members are working on site or off-site, or attending a sport-related event, including practices, games, meetings and social events. The Policy also applies to your conduct outside of work, if your actions or communications (including posts on social media) refer or can be attributed to THPFC or your employment at THPFC.

A staff member will be disciplined if his/her performance or conduct does not meet the standards expected by THPFC. Discipline, if necessary, is in THPFC's sole discretion and will be based on an evaluation of all of the relevant circumstances including but not limited to: the nature, frequency and seriousness of the staff member's performance or conduct; the staff member's prior discipline record; the nature of the staff member's role at THPFC and any relevant mitigating factors.

Discipline will generally be progressive, meaning that repeated or additional incidents will generally result in increasing levels of discipline. Depending on the specific circumstances, and its sole discretion, THPFC may skip or repeat any stage of the

progressive discipline process and/or proceed directly to termination of employment (with or without just cause).

Overall, this Policy is intended to serve as a guideline for discipline, rather than a set of rigid rules. Each situation will be considered on an individual basis.

Expectations regarding standards of performance, and feedback on staff member's ability to meet the applicable standards of performance, will be communicated to our staff members and/or made available through a variety of channels. Below is a non-exhaustive list of commonly used channels:

- Onboarding training
- Performance assessments, which includes multiple 1:1 meetings throughout each year with the staff member's line manager
- THPFC policies and standards available on the THPFC website
- Ongoing THPFC training throughout employment
- Coaching outside of the annual performance cycle

Responsibilities:

All staff members:

- Will comply with all applicable THPFC policies and standards and will complete all training applicable to their position;
- Will ask questions where appropriate to ensure they understand and abide by THPFC's standards of performance applicable to their position; and
- Are strongly encouraged to advise their line manager, in a timely manner, if they require assistance and/or additional resources in order to meet the standards expected by THPFC.

Management:

- Will communicate the expected standards of performance to each staff member, including the expectation for staff members to comply with THPFC policies and standards applicable to their position; and

- Will seek guidance from the Executive Director, as required, when determining how to apply THPFC policies and standards (including this Policy).

Communication:

This Policy will be communicated to staff members during orientation and as updates are made.

Progressive Discipline Process

The available steps in THPFC's progressive discipline process are listed below.

As a reminder, depending on the specific circumstances, and its sole discretion, THPFC may skip or repeat any stage of the progressive discipline process and/or proceed directly to termination of employment (with or without just cause).

Level of Discipline	Details
Verbal Performance Coaching	• To be used to make a staff member verbally aware that a staff member's conduct does not meet expected standards of performance • Typically used as an initial form of coaching • May be recorded in a staff members Performance Improvement Plan
Yellow First Written Warning	• To be used when a staff member's performance or conduct does not meet expected standards of performance • Typically used subsequent to Verbal Performance Coaching • The Yellow - First Written Warning will be placed in the staff member's personnel file and a copy will be provided to the staff member

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Orange Second Written Warning	• To be used when a staff member's performance or conduct does not meet expected standards of performance a further time (whether a repeat of prior performance or conduct issues or not) • Typically used subsequent to a Yellow - First Written Warning • The Orange – Second Written Warning will be placed in the staff member's personnel file and a copy will be provided to the staff member
Red Final Written Warning	• To be used when a staff member's performance or conduct does not meet expected standards of performance a further time (whether a repeat of prior performance or conduct issues or not) • Typically used subsequent to an Orange - Second Written Warning • A staff member who receives a Red – Final Written Warning must complete a satisfactory Final Written Warning Action Plan (the "Action Plan") before returning to work on his/her next scheduled shift. The Action Plan must confirm what steps the staff member commits to taking in order to correct his/her performance or conduct in order to maintain employment with THPFC. If the Action Plan is determined to be unsatisfactory, the staff member will be provided with an opportunity to revise the Action Plan. If a staff member, refuses to provide or revise the Action Plan, the refusal will be noted on the form. • The Red - Final Written Warning and Action Plan will be placed in the staff member's personnel file and copies will be provided to the staff member • May also be used without the preceding steps in cases of Gross Misconduct, as defined in the Appendix below
Termination of Employment (with or without cause)	• To be used when a staff member's performance or conduct does not meet expected standards of performance a further time (whether a repeat of prior performance or conduct issues or not) • Typically used subsequent to a Red - Final Written Warning • May also be used without the preceding steps in cases of Gross Misconduct, as defined in the Appendix below

Gross Misconduct

Gross Misconduct is a *single act* of misconduct that is of such a serious nature that it may result in a Red – Final Written Warning or immediate termination of employment for just cause. Examples of substantiated conduct by a staff member that will generally amount to Gross Misconduct include, but are not limited to, the following:

- Theft
- Fraud
- Forgery
- Fraudulent use of a leave of absence
- Intentional misuse of any time-recording procedure and/or misrepresentation of time worked
- Workplace discrimination, harassment or verbal abuse towards another staff member or third party
- Workplace violence that resulted in actual or potential serious harm to another staff member or third party
- Possession or use of a firearm or other weapon on company property

Active Discipline

Discipline is considered to be active from the date on which it is delivered to the staff member. If a staff member remains discipline-free for a period of 12 months following his/her last level of discipline, all discipline becomes 'inactive' and may not be relied upon in any future discipline.

An exception applies for discipline relating to discrimination, harassment and/or workplace violence. Regardless of whether a staff member has been discipline-free for 12 months or more, discipline relating to such issues will remain active, with the result that a staff member who is later found to have engaged in any further discrimination, harassment or workplace violence (whether of the same nature or different) will proceed to one of the next steps in the progressive discipline process, as appropriate.

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Leave of Absence

If a staff member starts a leave of absence while he/she has active discipline, the 12-month period referred to in the section above will be suspended during the period of the staff member's leave of absence. When the staff member returns to work, the 12-month period will resume.

Appeals Process

Please note that there is no formal appeal process under the THPFC Progressive Discipline Policy. Decisions made through this process are considered final and are intended to support consistency, accountability, and appropriate conduct across the club.

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