

PROGRESSIVE DISCIPLINE CHECKLIST

Follow these steps in exercising progressive discipline with a volunteer.

INITIAL DISCUSSION (PERFORMANCE COACHING)	
Although the initial discussion is not officially part of the discipline process, it is helpful to document and share with the volunteer to clarify expectations and an agreed plan forward. Good performance management conversations would include:	
	Details of the specific Code of Conduct violation, complaint, action and/or behaviour
	Details of the misalignment with our values, Scout Law or the role expectations
	Explanation given by the volunteer—it is important to listen and understand
	Clarification of the expected performance/behaviours
	Consequences if the problem is not resolved
	Confirmation of understanding and commitment from the volunteer
	Commitment to correct and demonstration of appropriate remorse
	Document in an email and send via email to the volunteer
STEP 1: VERBAL WARNING	
All verbal warnings must be documented in writing then emailed. The email must be sent to the volunteer and the relevant Key 3 for reference. They are a building block to more formal warnings in the future. All documentation should include:	
	Volunteer's name and role
	Date of the verbal warning
	Details of the specific Code of Conduct violation, complaint, action and/or behaviour
	Details of the misalignment with our values, Scout Law or the role expectations
	Record of explanation given by the volunteer
	Expected performance/behaviours and associated timeline
	Consequences (if the problem is not resolved)
	Confirmation of understanding and commitment from the volunteer
	Commitment to correct and demonstration of appropriate remorse
	Document using the Performance Management/Discipline Incident Form
	Send in an email to the volunteer (copy: relevant Key 3)
	Document in ScoutSafe



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STEP 2: WRITTEN WARNING

A written warning is a formal reprimand and is more serious than a verbal warning in the progressive discipline process. In documenting a written warning, all documentation should include:

	Volunteer's name and role
	Date of the verbal warning
	Details of the specific Code of Conduct violation, complaint, action and/or behaviour
	Details of the misalignment with our values, Scout Law or the role expectations
	Record of explanation given by the volunteer
	Expected performance/behaviours and associated timeline
	Consequences (if the problem is not resolved)
	Confirmation of understanding and commitment from the volunteer
	Commitment to correct and demonstration of appropriate remorse
	A statement indicating your confidence in the volunteer's ability to perform properly in the future
	Document using the Performance Management/Discipline Incident Form
	Send in an email to the volunteer (copy: relevant Key 3)
	Document in ScoutSafe