



Insubordination Policy

Intent

To ensure Town of Thorsby's success, it is essential that management is able to assign work to employees effectively, and that such work is carried out in a timely and appropriate manner. Management will endeavour to treat employees in a fair, equitable, and respectful manner, and requires that employees act in a similar manner in return. This policy outlines the behaviours and actions that constitute insubordination, and defines the manner in which employee insubordination in the workplace will be addressed.

Definitions

Insubordination – The defiance of authority by an employee that occurs when an employee refuses to obey a clear and specific order provided by management that is lawful, reasonable, and within the scope of the employee's duties and responsibilities.

Guidelines

Town of Thorsby shall ensure that:

- The instructions or directions provided by management to the employee are clear, specific, and both reasonable and lawful; and
- All demands placed on the employee are within the scope of the employee's duties and responsibilities.

The following guidelines apply to all employees of Town of Thorsby:

- All employees shall follow the instructions and directions issued by supervisors and managers so long as they meet the criteria established above.
- Employees shall not refuse to accept management's lawful instructions or directions that are reasonable and a part of their regular duties, with the exception of legitimate work refusals.
- Employees shall not incite others to react negatively to a lawful, safe, and reasonable management instruction or direction or make critical comments directed at lawful and safe management decisions that cause disruptions in the workforce or create a substantial risk of disrupting the work of another.
- Employees shall not use profane or obscene language towards any member of management, or threaten physical violence or make attempts to carry out any threat.
- Should a supervisor or manager provide an employee with an instruction or direction, and the employee has concerns; the employee shall discuss the matter with the supervisor or manager in an appropriate and respectful manner.
- Employees are required to obey instructions and directions from management; however, employees are not required to carry out orders that would jeopardize their health and safety or the health and safety of others, violate any federal, provincial, or local laws, or breach any of the rules, regulations, policies, or procedures of this company. Employee concerns should be addressed immediately with the employee's immediate supervisor or manager.

- If an employee is not comfortable with or is unable to speak with his/her direct supervisor or manager regarding a management directive, the employee should direct his/her concerns to Chief Administrative Officer.

Disciplinary Action

Insubordination is a serious offence and shall be dealt with in accordance with Town of Thorsby's *Progressive Discipline Policy*.

Instances of insubordination will be evaluated and dealt with at management's discretion on a case-by-case basis.

Serious or repeated violations of the Insubordination Policy may result in disciplinary measures including termination of employment.

Acknowledgment and Agreement

I, _____ (Employee Name),
acknowledge that I have read and understand the Insubordination Policy of Town of Thorsby.

Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____