



INSUBORDINATION POLICY

Purpose

This policy outlines the expectations and consequences related to insubordination within Empowering you Disability Services. Insubordination is a serious breach of the employer-employee relationship and will not be tolerated.

Scope

This policy applies to all employees, contractors, and anyone representing Empowering you Disability Services in any capacity.

Definition of Insubordination

Insubordination is defined as the refusal to follow a reasonable and lawful directive, order, or instruction issued by a supervisor, manager, or other authorized representative of Empowering you Disability Services. It may also include disrespectful, defiant, or confrontational behaviour towards superiors, peers, or subordinates that disrupts the workplace environment.

Examples of Insubordination

Insubordination may include but is not limited to the following behaviours:

1. Refusing to follow a direct order or instruction from a supervisor or manager.
2. Using disrespectful language or a disrespectful tone towards superiors, peers, or subordinates.
3. Disrupting the workplace through defiant or confrontational behaviour.
4. Failing to cooperate with colleagues or team members while in the work environment.
5. Failing to adhere to the organization's policies and procedures.

Reporting Insubordination

Employees who witness or experience insubordination should report it promptly to their supervisor, manager, or the HR department. All reports will be treated confidentially to the extent permitted by law.

Consequences of Insubordination

In cases of substantiated insubordination, Empowering you Disability Services may take the following actions:

1. Verbal Warning: The employee may receive a verbal warning from their supervisor, documenting the incident and outlining the expected behaviour.
2. Written Warning: If the insubordination continues, a written warning may be issued, detailing the insubordinate behaviour, the expected improvements, and the consequences of further violations.
3. Suspension: In cases of repeated insubordination or severe incidents, the employee may be suspended from work for a specified period, with or without pay, depending on the severity of the behaviour.
4. Termination: If insubordination persists despite previous warnings, it may lead to termination of employment. Empowering you Disability Services reserves the right to terminate employment at its discretion.

Right to Appeal

Employees who believe they have been unfairly accused of insubordination have the right to appeal the decision. The appeal process, including the individuals involved, will be outlined in the organization's grievance policy.

Compliance with the Law

Empowering you Disability Services will ensure that this policy complies with all relevant local, state, and federal employment laws. Employees are encouraged to be aware of their legal rights and obligations in the workplace.

Review and Modification

Empowering you Disability Services reserves the right to modify this insubordination policy at any time to meet changing business needs or legal requirements. Any changes to this policy will be communicated to employees.