PREAMBLE:

CUSA is committed to giving its volunteers the best chance to learn and succeed in their roles. As part of this approach, CUSA is committed to on-the-job learning, whereby the organization works to develop the skills of its volunteers throughout their term. This policy reflects that commitment and details how the organization plans to use a progressive discipline model to give its volunteers’ opportunities for education wherever possible.

This Policy is created in order to implement effective Volunteer Management.

1.00 SCOPE

This policy applies to all volunteers of CUSA as defined by the Volunteer Scope of Responsibilities.

This policy is concerned with the enforcement of progressive discipline procedures.

2.00 PRINCIPLES

CUSA is committed to on-the-job learning and shall seek to provide its volunteers with opportunities to improve skills and job performance before taking precipitous action. CUSA shall make all expectations of its volunteers clear at the start of the volunteer’s involvement with the organization.

CUSA shall act early to identify potential areas of improvement in its volunteers and shall seek to correct the identified areas through leadership development training.

CUSA shall not affect the dismissal of a volunteer unless all possible steps have been taken to improve the performance of the volunteer as set out in this policy.

Wherever possible, CUSA shall strive to acknowledge mitigating or aggravating factors that lead to a need for progressive discipline. These factors shall include but are not limited to the following.

I. Whether or not the problem has arisen as an intentional action/inaction on the part of the volunteer.
II. Whether or not the volunteer accepts responsibility for their actions.